



**“COMMUNITY” CONFERENCE ROOM
800 WEST CUMMINGS PARK, SUITE 4750
WOBURN, MA**

Client firms of Cummings Properties may from time to time request the complimentary use of a “community” conference room for meetings or other business uses. The conference room, which is offered to client firms in good standing on a first-come, first-served basis, typically comes with enough tables and chairs to accommodate approximately 20 people when set up classroom style, or approximately 50 people when set up auditorium style, as well as a whiteboard and free internet access (computer with ethernet port and cable required).

Please remember to utilize one of these fine resident food services if catering is desired!

✓ Ambassador India	781-956-3438	9 Cummings Park	✓ Olympia Roast Beef	781-933-9933	25-A Olympia Ave
✓ Diner in the Park	781-932-7400	340 W. Cummings Pk	✓ Sal’s Pizza	339-227-6885	299 Washington St
✓ Far East Café	781-935-7663	40 Cummings Park	✓ Starbucks	781-938-9305	204 W. Cummings Pk
✓ Fresh City	781-932-1120	4 Cummings Park	✓ Subway	781-935-3078	342 W. Cummings Pk
✓ Munchies	781-938-8555	400 W. Cummings Pk	✓ Subway	781-569-0550	150 New Boston St

Guidelines:

- 1) To request a reservation, please contact Gloria Papile at 781-935-8000 no more than 30 days in advance. In the event of a cancellation, please notify Gloria as soon as practical so that the conference room may be rebooked. Client firms may request the use of the conference room for one session in any given calendar month, and up to four sessions per calendar year, at no charge. Any use beyond these limits is a minimum of \$100 per session.
- 2) Sessions are five hours in length and typically are as follows:
Morning: 7:30 AM to 12:30 PM; • Afternoon: 1:00 to 6:00 PM; • Evening: 6:30 PM -11:30 PM.
- 3) On the day of your meeting (or the afternoon before if you have booked a morning session), pick up the key at Cummings Properties’ main office at 200 West Cummings Park.
- 4) Two restrooms are located in the conference room. Additional common restrooms are located on the second floor.
- 5) Please be respectful of other client firms in the building and refrain from asking to use their facilities (phone, fax, bathrooms, etc.). Facsimile services are available at The UPS Store (400 West Cummings Park, Suite 1725).
- 6) Pursuant to municipal regulations, smoking is not permitted anywhere in the building or within 30 feet of any building entrance.
- 7) At the end of your session, please:
 - Leave the entire facility clean and ready for the next user.
 - Leave the furniture set up classroom style. **Furniture must be picked up and not dragged, as dragging may cause carpet damage.**
 - Please remember to take all personal belongings with you when you are finished using the conference room. Cummings Properties is not responsible for any items left in the space.
 - Bring all trash directly to the common building compactor (located at the building loading dock).
 - Turn off the heat/air conditioning and lights and lock the door. **Failure to remove all trash and/or leaving the HVAC running and/or the lights on may result in a minimum additional charge of \$100.**
 - Return the key to our main office. For evening sessions, return the key by 9:00 AM the following business day. There is a \$45 charge for keys lost or not returned.
- 8) The conference room is not intended for parties or personal events. Cummings Properties reserves the right to change the location of the conference room, or temporarily or permanently close the conference room without prior notice. If you have a recurring need for conference room space please contact your leasing/property manager.
- 9) The conference room is an extension of your firm’s leased premises. Accordingly, all provisions and requirements of the lease regarding liability, insurance, etc. shall apply. Improper use of this amenity may result in Cummings Properties terminating conference room privileges.