

**COMMUNITY CONFERENCE ROOM
100 CUMMINGS CENTER, SUITE 221-E, BEVERLY, MA**

Cummings Center offers a 3,000 square foot “community” conference room to client firms in good standing on a first-come, first-served basis for meetings or other business uses. The conference room has approximate interior dimensions of 37’W x 67’L and is equipped with wireless internet service (courtesy of ProSpeed.Net), a microphone, podium, whiteboard, projection screen and tables and chairs to accommodate approximately 30 people when set up boardroom-style, or 100 people when set up auditorium-style.

Please remember these fine resident food services if catering is desired!

- Acapulcos Mexican Family Restaurant**, 900 Cummings Center, Suite 101-T (978-232-0100)
- American BBQ**, 950 Cummings Center, Suite 96-X (978-921-1212)
- Anthony’s**, 800 Cummings Center, Suite 147-R (978-921-9200)
- Il Tramezzino Place**, 100 Cummings Center, Suite 127-Q (978-922-7007)
- The Boardroom Café**, 100 Cummings Center, Suites 107-P & 151-J (978-921-1507/1508 & 978-921-1591)

Guidelines:

- 1) **To request a reservation, please contact Judy Lenz via email at conferenceroom@cummings.com** no more than 60 days in advance. All reservations will be confirmed by email.
- 2) Sessions are as follows:

Morning session: 7:30 AM to 12:30 PM · Afternoon session: 1:00 to 6:00 PM · Evening session: 6:30 PM on.
- 3) Each client firm may use the conference room, at no charge, *one session in any calendar month and up to four sessions per calendar year*. The charge for any use beyond these limits is \$200 per session. **Session fees (if any) are non-refundable**, even if the session is later canceled, and must be paid by check (payable to Cummings Properties, LLC) or cash (only) at the time of booking. Once booked, the day and time is reserved for your use only, and others later seeking the same session are told that the room is already reserved for another client. Failure to provide at least 24 hours prior email notice of cancellation of a “no-charge” session will result in a reduction in your annual allotment of free sessions.
- 4) **If you need to cancel an event, please notify us at conferenceroom@cummings.com as soon as possible.**
- 5) Stop by the leasing office at 100 Cummings Center, Suite 107-L on the day of your meeting (or the afternoon before in the case of a morning session) to sign out the key. **Please remember to bring “key collateral” (photo ID or \$20).**
- 6) Green directional hallway signs lead attendees from the 100-L building entrance (near People’s United Bank) to Suite 221-E, and a customized map (see attached) can be downloaded from www.cummings.com. Additional signage and event markers (e.g., balloons and Aframe signs) are prohibited in and around the building.
- 7) The password and instructions for connecting to the ProSpeed.Net wireless internet service are available upon key sign-out. Please note that the password is subject to change at any time.
- 8) At the end of your session, please:
 - *Leave the furniture set up boardroom style. Do not drag furniture, as dragging may cause carpet damage.*
 - *Bring all trash directly to the common building compactor (located at the 116 loading dock).*
 - *Leave the entire facility clean and ready for the next user. A vacuum is located in one of the closets within the suite.*
 - *Turn off the heat/air conditioning and lights and lock the door.*
 - *Return the key to the leasing office. For evening sessions, please return the key by 9:00 AM the following morning. There will be a \$20 charge for keys lost or not returned.*
- 9) Failure to follow the above guidelines may result in additional charges to your account. You will be held responsible for any and all damage resulting from your use.
- 10) Please do not disturb other tenant firms in the building by asking to use their facilities (phone, fax, bathrooms, etc.). Common restrooms are available across the hall from the conference room at Suite 220-F. Facsimile and copy services are available at CCI Reprographics (Suite 107-Q – 978-921-1166) and My Print and Copy (Suite 210-D – 978-232-3552). CCI Reprographics also offers easels and a full-range of audio-visual equipment for rent, including projectors. Video conferencing services are also available. For more information, please contact Prospeed (Suite 115-J) at 888-425-7425 x413.
- 11) The conference room is intended for tenant business use (only) and not for recurring meetings, parties, personal or non-client events, community group meetings or fundraisers.
- 12) The conference room is an extension of your firm’s leased premises. Accordingly, all provisions and requirements of the lease, including the liability and insurance provisions, shall apply.
- 13) Improper or inappropriate use of this amenity or failure to follow these guidelines is cause to terminate all future use.