



## **Fourth and Madison Board Room**

### **Rules and Regulations**

#### **Booking Reservations**

Contact the Property Management Office via phone at 206-262-4100 or email [4M.PMO@hines.com](mailto:4M.PMO@hines.com) and provide the following information:

*Event Contact Tenant:*

*Event Contact Name:*

*Event Contact Phone:*

*Event Contact Email:*

*Number (#) of attendees:*

*Reservation Time and Date:*

*Setup Requests and Notes:*

#### **Advance Set-up**

If no other meeting is conflicting you may set up in advance. Please provide us with as much notice as possible to ensure your desired time is available. We suggest advanced set up at least one hour prior to the start of your meeting\*. If your meeting starts when the Board Room opens, we suggest you set-up at 4:00PM the previous business day\*\*.

#### **\*I want to have plenty of time to set up. What is the best way to ensure this?**

Please add additional time to your reservation for set up and clean up when you reserve the Board Room. Be sure to let us know the start time of the event so we may provide assistance in determining the appropriate reservation time for you. Regular tenant reservations will take priority in case of a scheduling conflict with your set-up time.

#### **\*\*What if the meeting room is not available for set up the day before?**

Occasionally, the Board Room will not be available due to a previously scheduled meeting. In that case, you will need to arrive for early morning set-up. Please schedule with our office as early as possible the business day **before** your event to gain access to the Board Room during non-business hours.

## Board Room Hours

The Board Room is available 8:00AM-5:00PM Monday-Friday. However, your event can fall out of this range with at least a 48 hour notice, in particular, to accommodate set up and food deliveries. Please let us know if you would like HVAC for outside of these hours as overtime charges will apply.

## Board Room Occupancy

Sixteen people total.

## Board Room Provides:

We provide a large TV, small kitchen space (if available), 16 rolling executive chairs , two 11"x17" building signs on easels if they are dropped off 24 hours prior, small kitchen space (if available), one laser pointer (if it is available), free Wi-Fi. Table arrangement is permanent.

## Board Room Conference Call System Guide



The Board Room phone number is 206-774-4396.

To turn on / turn off:

- Press **Turn On / Turn Off**. The Directional LED on the conference unit turns on when the Conference Unit is on.
- To turn off the conference unit when using the 5324 IP Phone, hang up or press the **Cancel** key and hang up.
- Note: Turning the 5310 Conference Unit off will terminate the active call. To continue the call either pick up the handset or press the **Speaker** key on the phone.
- Note: You cannot use the headset when using the 5310 IP Conference Unit.

5310 IP Conference Unit

- The Mitel 5310 Conference Unit comprises a saucer and a Mitel 5330/5224/5220 IP phone
- To adjust the volume, press the **Volume Up** or **Volume Down** keys on phone.
- When only one individual is speaking in a conference, use Presentation Mode to minimize extraneous noise. Disable Presentation Mode to allow other speakers to be heard.

- To turn on Presentation Mode, turn on Conference Unit on then press **Presentation Mode** so the conference unit will pick up your voice only. The Directional LED flashes when Presentation Mode is on.
- To turn off Presentation Mode, press **Presentation Mode** to allow other speakers to be heard during the teleconference. The associated Direction LED stops flashing.

### **Board Room Cleaning**

Each tenant is responsible for leaving the Board Room in the same condition as they found it. Cleaning and trash/recycling haul away may be an additional charge of \$50.00 or more depending on the condition of the room.

### **Check-In**

During business hours, check-in with the Property Management Office front desk. You will then be provided access to the space. During non-business hours, Fourth & Madison Security will provide access with prior 48 hour notice (see "Board Room Hours").

### **Check-Out**

During business hours, check-out with the Property Management Office front desk. This allows easier facilitation between bookings.

### **What should I bring?**

Food and beverage including utensils and dishware (24 hour advance notice is required to allow any outside catering access to the loading dock), power cords for laptops or equipment, extra power strips, extra laser pointers, writing utensils and stationary etc.

**Basic Rules and Regulations:**

- 1.)** Any usage of the Board Room or Conference Room in excess of eight (8) hours a month is subject to the review and approval of property management.
- 2.)** Test the compatibility of your equipment, with ours, in advance of your event during business hours.
- 3.)** Please inform all attendees that personal calls must not be taken in the hallway so as not to disturb anyone sharing the space. Phone calls must be taken in the main building lobby.
- 4.)** Please leave all labeled items in the room to avoid any charges.
- 5.)** The property management office hours are 8:00 AM to 5:00PM. Please arrive no later than 4:00PM to set up a next day event.
- 6.)** We do not book reservations for third party events. The Board Room is for building tenants and their associated daily business activities only. Any conduct outside of this is prohibited.
- 7.)** If you would like overtime HVAC (see Board Room Hours on Page 2), a twenty-four (24) business hour notice is required
- 8.)** We have a 24 hour cancellation notification policy. Failure to notify us could result in revocation of Board Room privileges.
- 9.)** Please leave the Board Room in its original condition to avoid any charges.
- 10.)** Please work with Property Management staff on any audio/visual equipment troubleshooting.
- 11.)** Checking in and checking out of the Board Room is mandatory. Please see the directions above in "Check-In" and "Check-Out" for details.

**\*\*These Rules and Regulations are subject to change without prior notice\*\***

---

Name

---

Date

---

Signature

