



Fourth and Madison Multi Purpose Room

Rules and Regulations

Booking Reservations

Contact the Property Management Office via phone at 206-262-4100 or email 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 one hour prior to the start of your meeting*. If your meeting starts in the morning, 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 Multi Purpose 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 meeting room will not be available due to a previously scheduled meeting. In that case, you will need to arrive to your event 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 Multi Purpose Room during non-business hours.

Multi Purpose Room Hours

The Multi Purpose 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.

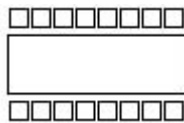
Multi Purpose Room Occupancy

100 people seated; 200 people standing.

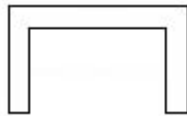
Multi Purpose Room Provides:

We provide a dual dry erase board and projector screen, 100 stackable chairs, free Wi-Fi, portable Bose speaker, two 11"x17" building signs on easels if they are dropped off 24 hours prior, small kitchen space (if available), one (1) laser pointer (if it is available), table and chair set-up and breakdown with one (1) week advance notice (\$100 mandatory charge). Please note staff cannot help set up on a last minute basis. *Please note that only BIC Great Erase Bold Dry Erase Markers can be used on the Dry Erase board. These will be provided by Property Management.

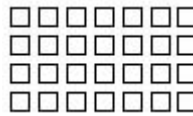
- Suggested furniture configurations:



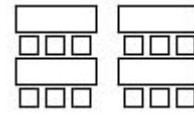
Conference



U-Shape



Auditorium



Classroom

Phone Function

The Multi Purpose Room phone number is 206-774-4395. To use the phone function, use the following directions:

- 1.) Press the PHONE button on the left side of the touch screen OR press the PHONE button on the Home Screen. It'll take a few moments for the system to warm up.
- 2.) Press the CALL/ANSWER button on the screen. If you hear a dial tone the system is warmed up. If not wait a few more moments.
- 3.) Dial the phone # using the keypad on the screen. For calls outside the building dial 9 (to dial out), then 1 and the 10 digit number.
- 4.) You must speak into one of the wireless mics or the podium mic so the other call participants can hear
- 5.) Press the HANGUP button when finished

How to Set Up Conference Bridge:

- 1.) Connect a laptop to one of the Mitel phones using CAT-5 cable
- 2.) Disconnect from Hines network cable
- 3.) Connect to wireless network
- 4.) In Internet Explorer type 192.168.0.2 in the url bar

- 5.) The Mitel login page will show up (username: boardroom; password: boardroom)
- 6.) Click on the Conferences tab
- 7.) Put in the tenant's name and date of the Conference Bridge and create
- 8.) Provide the seven digit access code to the tenant
- 9.) After the conference bridge is over go back in and delete the created conference bridge

Multi Purpose Room Cleaning

Each tenant is responsible for leaving the Multi Purpose 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.

*Dry Erase/Projector Board Special Note: This marker board/projection surface must only be cleaned with Original Windex with Ammonia. 90% isopropyl alcohol may be used for resistant marks, followed with an application of Original Windex with Ammonia. Bottles will be provided by Property Management.

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 notice (see rule #2 below for providing notice with events over 50 attendees)

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 (48 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.

Basic Rules and Regulations:

- 1.)** Any usage of the Multi Purpose Room or Board Room in excess of eight (8) hours a month is subject to the review and approval of property management.
- 2.)** If your event will have over 50 attendees, a one (1) week notice is required to reserve the Multi Purpose Room.
- 3.)** Test the compatibility of your equipment, with ours, in advance of your event during business hours.

- 4.)** Inform all attendees that personal calls must not be taken in the hallway so as not to disturb the tenants sharing the space. Phone calls must be taken in the main building lobby.
- 5.)** Leave all labeled items in the room to avoid any charges.
- 6.)** 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.
- 7.)** All chairs and tables will remain in the room but can be moved to accommodate your event. All chairs and tables must be re-set to their original arrangement upon completion of your event. There will be a \$100 charge for Property Management to re-set the room if not done by attendees.
- 8.)** If you would like the room to be set up in a particular arrangement, one (1) week advance notice is required. This is a \$100 mandatory set-up and breakdown charge. *Please note staff cannot help set up on a last minute basis.
- 9.)** We do not book reservations for third party events. The Multi Purpose Room is for building tenants and their associated daily business activities only. Any conduct outside of this is prohibited.
- 10.)** If you would like overtime HVAC (see Conference Room Hours on Page 2), a twenty-four (24) business hour notice is required.
- 11.)** We have a 48 hour cancellation notification policy. Failure to notify us could result in revocation of Multi Purpose Room and Board Room privileges.
- 12.)** Please leave the Multi Purpose Room in its original condition to avoid any charges.
- 13.)** Please work with property management staff on any audio/visual equipment troubleshooting.
- 14.)** Checking in and checking out of the Multi Purpose Room is mandatory. Please see the directions above in "Check-In" and "Check-Out" subheadings for details.

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

Name

Date

Signature

