**A picture containing text, clipart

Description automatically generated**

**The Board Room and Think Tank - Guest Agreement**

Guest understands that as part of the agreement to use one of Office Evolutions’ conference rooms or training centers, the below rules and regulations apply to them, their employees and all invitees of the Guest.

1. Guest will see that the doors and windows, if operable, are closed and securely locked before leaving the Premises and must observe strict care and caution that all water faucets or water apparatus are entirely shut off before Guest or Guest’s employees leave the Premise, and that all electricity will likewise be carefully shut off so as to prevent waste or damage.
2. All trash generated by the meeting room usage must be disposed of in a trash receptacle. DO NOT put liquids in trash cans. They must be disposed of in the sink.
3. No bicycles, vehicles or animals of any kind will be brought into or kept in or about the Premises.
4. No cooking will be done or permitted by Guest in the Premises without Office Evolution’s consent.
5. Guest will not cause or permit any unusual or objectionable odors to be produced in or emanate from the Premises.
6. Office Evolution will have the right to prohibit any advertising by Guest which, in Office Evolution’s opinion, tends to impair the reputation of the building and, upon written notice from Office Evolution, guest will refrain from or discontinue such advertising.
7. Office Evolution reserves the right to exclude or expel from the building any person who, in the judgment of Office Evolution, is intoxicated or under the influence of liquor or drugs, or who will in any manner do any act in violation of these rules and regulations.
8. Guest and Guest’s employees and agents will not solicit business in the Common Area, nor will they distribute any handbill or other advertising material at any place within the building other than the interior of the Premises.
9. Guest and Guest’s employees and agents may only smoke tobacco products in the smoking areas outside the Building designated by Office Evolution and/or the building owner and will dispose of all cigarette and cigar butts in receptacles provided by the building owner. In no event will Guest or Guest’s employees or agents smoke any tobacco products within the Building or within 50 feet of any entrance to the Building.
10. Guest and Guest’s employees will utilize street parking or paid parking at their discretion in and around the building.
11. The plumbing facilities in the Premises and the Building will not be used for any other purposes than that for which they are constructed, and no foreign substance of any will be thrown therein. The expense of any breakage, stoppage, or damage resulting from a violation of this provision by Guest or its employees, agents, or invitees will be borne by Guest.
12. The internet is a shared access system subject to Office Evolution’s controls and access limitations.  Actual speeds may fluctuate as the main server continuously balances and adjusts the needs and usage within the office by the actual bandwidth delivered from the supplier.   Multiple devices within an office may divide the allocation.  As such, the Guest agrees not to stream videos or upload/download other products in such formats which bandwidth demands that may overburden the entire system making access for other Guest’s difficult. This is especially true when using WIFI access.    Additionally, the Guest agrees not to use the internet for any illegal purposes or to solicit any illegal activity.
13. **Keys & Fobs**: Failure to return fobs within 7 days at the end of your current agreement will result in a charge of $50 per fob. Failure to return a physical office key at the end of the term will result in a charge of $100 per key. Loss of key/fob during the term will result in the same charges for replacement.

**KITCHEN USAGE**

* Please clean up after yourself. This includes any spills or splatters in the microwave or toaster oven and on tabletops or counters. There are sponges and paper towels by the sink.
* Rinse off dirty dishes and utensils and place them in the dishwasher and run the disposal if necessary. The kitchen is heavily used by all guests, so **please do not leave dirty dishes in the sink** as a courtesy to your fellow guests.

**CHILDREN IN THE SUITE**

* PLEASE DO NOT leave children unattended in the suite. Children are not to be left alone in the reception area, conference rooms, kitchen or any other common area of the suite.
* Children (yours or your clients’) MUST REMAIN WITH YOU AT ALL TIMES.

**CONFERENCE ROOM USAGE**

* Please make sure your guests take any cell phone calls out into the hall by the elevators, away from the reception area and other offices, or in the assign phone booth.
* Please remove any items you take into the conference room, as Office Evolution will charge you a minimum of $15 to clean anything you leave behind. This includes straightening chairs, putting away dishes, removing papers/brochures left behind, throwing out trash, etc. **PLEASE LEAVE THE ROOM CLEAN**.
* **Meeting Room Cancellation Policy.** All meeting room reservations have a minimum 24-hour cancellation policy unless otherwise noted by Business Center. Failure to comply with this policy will result in Guest being charged the full price of the scheduled meeting. Contact the Business Center for details.
* **Invoices.** Invoices will be distributed via email and Kube member portal the business day before the meeting room booking and will include any: 1) Conference Room/Day Office/Training Room fees, and 2) miscellaneous charges.
* **Payment.** The credit card used to hold the room will be charged on the business day following the meeting room booking.
* **After Hours Access** All meetings scheduled outside of business hours will incur an additional $200 fee and require a 24 hour site walkthrough/tutorial to ensure all proper protocol and procedures including technical assistance are handled prior to guest arrival
* **Disclaimer of Liability.** Guest understands and voluntarily accepts any risks associated with Guest’s services or any use of the Business Center. Except where prohibited by law, Guest agrees that Business Center Operator and OE Franchise, LLC and all of their affiliates and subsidiaries and their respective successors, assignees, officers, directors, owners, employees, agents and representatives will not be liable for any injury, including, without limitation, personal, bodily, or mental injury, economic loss, or any damage resulting from negligence, acts of God, acts of terrorism, and other acts of the Business Center, its employees, officers, representatives, owners, partners, or affiliates. The Guest expressly and specifically agrees to waive, and agrees not to make, any claim for damages, direct, indirect, punitive, special or consequential, including, but not limited to, lost business, revenue, profits or data, for any reason whatsoever arising out of or in connection with this agreement, any failure to furnish any service provided hereunder, any error or omission with respect thereto, from failure of any and all courier service to deliver on time or otherwise deliver any items (mail, packages, etc.), or any interruption of services.
* **35. Business Center Summary.** The Business Center Operator is an independent owner and operator of the Business Center. Any legal notice by the Guest to the Business Center shall be given in writing by personal delivery, or certified mail with a return receipt requested, in any case delivered to the applicable entity.
* **Business Center Operator** Entity Name: Office Evolution Arlington-Rosslyn
* Office Evolution reserves the right at any time to modify or rescind any one or more of these rules and regulations, or to make such other and further reasonable rules and regulations as in Office Evolution’s judgment from time to time be necessary for the management, safety, care and cleanliness of the Building and/or Shopping District, and for the preservation of good order therein, as well as for the convenience of other occupants and Guests thereof. Office Evolution will not be responsible to Guest or to any other persons. Guest will be deemed to have read these rules and regulations and to have agreed to abide by them as a condition of its occupancy of the Premises. These rules and regulations (as changed from time to time) will be deemed to be a part of the Guest’s agreement with Office Evolution Arlington.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Guest - Please Print  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Date |

Signature