



CONFERENCE ROOM RENTAL POLICY



THREE SPRINGS FLEX SPACE CONFERENCE ROOM

Before one can complete and reserve the conference room, a signature is required. This is to acknowledge the client read and understood the policy.

Policy

When renting and using the conference room, the following must be followed:

- When using the conference room for a meeting, **BOTH DOORS** must remain closed during the presentations. This is to prevent electronic devices like televisions, speaker phones, microphones, video calls and other noises from disturbing other businesses operating in the “flex space”. Please keep in mind that other businesses rent office space in the flex space as their primary business location all year around.
- When using electronic devices during your presentation, please keep volume of televisions, speaker phones, video calls, microphones and other electronic devices to reasonable level in order not to disturb other businesses.
- When taking a break, **DO NOT LOITER, CONVERSE, TALK ON CELL PHONES** in the hallways A, B and C where other businesses conduct business. These areas are the actual office spaces used by other businesses.
- When using the conference room, **hallway entrance doors in hallway B and C are not to be propped open during day.** This is to prevent lobby, conference room noise and other noises from interfering with other businesses that require extreme quiet. If doors are found to be propped open, they will be closed, and parties will be addressed. These doors were installed to be kept closed to mitigate noise. Propping doors is only acceptable temporarily when a business is moving office equipment in or out. **THIS WILL BE STRICTLY ENFORCED!**

- Please keep in mind, the **LOBBY** area is a reception area for clients and tenants. This area is where professional tenants often greet and escort their clients. As with any office building, a professional atmosphere must be maintained. Conversing in this area is acceptable at a reasonable volume. Children must be accompanied and supervised by adults. Running and playing loudly is prohibited.
- The use the **LOBBY** as an extended conference room, workshops or presentations is prohibited. Props such as presentation devices, white boards, papers taped to the wall for group workshops are strictly prohibited. The lobby is a professional reception waiting area for clients and tenants to greet or converse.
- If your meeting requires a large group of people, please consider scheduling them in sections or certain times. The lobby has limited space. Other businesses must reserve some lobby space for their clients during the day. Having people hang out all day in the lobby is unacceptable.
- It is the responsibility of the business, organization or person who rents the conference room to make sure their clients keep the lobby area and other areas clean. This means to remove their trash from those areas when leaving the room.
- If large number of people are required, please consider scheduling them in sections, blocks or specific times. This is to reduce the number of people in the flex space at a specific time. This will ensure the needs of other businesses operating in the building.
- Using an empty un-occupied office units rooms in hallway A, B and C for hanging out, conversing or loitering is strictly prohibits. Even though these office units may not be rented or used at the time, maintaining a quiet professional atmosphere is essential to other businesses. If violated, individuals will be asked to leave the rooms promptly.

- It is the person, business or organization's responsibility to make sure their clients keep the kitchen and bathrooms clean when renting the conference room. This has been a problem in the past. Those who fail to do this may not be considered for future use of the conference room.
- It is the person, business or organization's responsibility that their clients act in a civilized manner, while renting the conference room. It is understood that if clients are noisy and disruptive, other businesses had full rights and authorization to mitigate any unacceptable violation this provision or any other provisions of the above parts of the policy.
- As a reminder, those who go outside to smoke must smoke 25 ft. away from the entrance. This is the law. It is also the orders of the Brooke County Health Department. Some benches outside are for sitting, not smoking. Many of the benches are not 25 ft away, therefore is not permitted for smoking via health department regulations. Other options are smoking in the vehicles or off the sidewalk. The sidewalk is not a smoking area. There are cigarette receptacles on the sidewalk to dispose of cigarettes, when approaching the "no smoking zone". **DO NOT DROP CIGARETTES ON THE GROUND!!!**
- The parking area between the flex space and other areas such as the restaurants, pet spa, florist, mattress store and medical cardiology is large. Please pay attention to any reserved parking spaces. Those are reserved to certain businesses.