



## CONFERENCE ROOM RESERVATION, FEES & USE GUIDELINES

### HOW MEETING ROOM SPACE CAN BE USED:

- Meetings must be for business, educational or other purposes with prior written consent of Elite Office.
- Activities, including excessive noise, that disturb or impede normal course of business are not permitted. This includes ingress and egress to the rooms, common areas and any other areas not previously listed.
- Meeting advertisements, signs and posters placed anywhere in the building must be approved by the Manager. All advertisements in any form must contain the phrase: "This program or event is neither sponsored or endorsed by Elite Office." Once the meeting is completed, all advertisements used must be removed from the premises.
- Elite Office does not permit the serving of alcohol by groups using conference rooms.
- Smoking is prohibited throughout Elite Office suites, conference rooms, common areas and within 15 feet of the buildings.
- Use of Elite Office's conference rooms does not constitute Elite Office's endorsement of viewpoints expressed by participants in the conference.
- Activities should not be publicized as to imply that Elite Office sponsors, co-sponsors or endorses them.
- Groups are responsible for keeping attendance in compliance with levels established by the fire inspector. Room set-ups must not block access to fire extinguishers or impede safe egress from the room.
- Elite Office is not responsible for any personal items lost, stolen and/or otherwise damaged either used or left behind in the conference rooms.

### WHEN CONFERENCE ROOM SPACE CAN BE USED:

- Conference rooms are booked based upon availability. All groups are expected to email a reservation request to [Receptionist@EliteHomesSA.com](mailto:Receptionist@EliteHomesSA.com) which will include contact name, telephone number and email. It is the requestor's responsibility to confirm conference room reservations. The use of these conference rooms will be granted in advance by email reservation only.
- Groups needing to cancel confirmed reservations are required to cancel those reservations via email within 24 hours of reservation date (48 hours if the reservation is on a Monday). Failure to submit cancellation after receipt of the written warning (2<sup>nd</sup> infraction) will result in a \$50 fee per infraction. Signature below is constituted as acceptance of your first warning.
- Conferences which begin or end while Elite Office is closed may be scheduled upon prior approval and availability. Any use after hours by tenant shall require that all front and rear entry doors as well as internal electronically locked doors be secured before leaving the premises.
- User must come in no later than 4:30 p.m. to sign out equipment and/or supplies prior to Elite Office closing at 5:00 p.m. Prior to leaving the building, the equipment and/or supplies on loan will need to be placed in the rent drop slot near the reception window. Any security and/or deposit will be returned the next business day.
- Recurring reservations are accepted for no more than three months at a time.
- Elite Office reserves the right to limit an organization's frequency of use so that all eligible groups have an opportunity for access to conference rooms.
- Elite Office reserves the right to substitute conference rooms with 24 hours notice to affected groups.

### WHAT EQUIPMENT IS AVAILABLE IN MEETING ROOM SPACE:

- Conference rooms have different equipment available. A valid driver's license will be held by Elite Office staff member in exchange for the Apple TV, Apple remote, Apple HDMI adapter, TV monitor remote, tripod and white board supplies.
- All set-up, including seating and/or furniture arrangements are the responsibility of the user. Users must return the seating and/or furniture to the original configuration when activity is over. Also, all writing on the white boards installed in the conference room needs to be erased.
- No personal property may be stored on the premises. Any personal items used on the premises that become lost, stolen or damaged is sole the responsibility of the user.
- Groups using meeting conference rooms may bring equipment for their own use during meetings. Elite Office assumes no responsibility for any equipment, supplies, or materials that are brought into Elite Office, or for items that are reported lost, stolen or left behind by any group or individual that is sponsoring or attending the meeting.



Elite Office reserves the right to refuse service at any time. Acknowledgement by signature upon this form is considered your first notice of all guidelines, rules and procedures. Failure to follow these guidelines, Elite Office house rules, or the terms described in this agreement may result in loss of deposit and/or conference room use privileges. Conference rooms are in high demand. In order to continue to provide this valuable service, we need the help and cooperation of all groups who use our facilities. Please let us know if you have suggestions that would help us to improve this service.

**CLIENT:**

Elite Office:

**Company Name:** \_\_\_\_\_

**Elite Office, a subsidiary of Elite Homes**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: Claudia Vela

Title: \_\_\_\_\_

Title: Manager

Date: \_\_\_\_\_

Date: \_\_\_\_\_



Are you an Elite Office Tenant:

- Yes
- No, fill out information below.

Name	Date(s)	Phone
Hours Requested (Min. 2 hours)	\$	1 <sup>st</sup> hour
	\$	2 <sup>nd</sup> hour
	\$	Additional hour(s)
<b>TOTAL RENTAL FEES DUE</b>	\$_____	
<b>Deposit</b>	<b>\$150.00</b>	<b>Check/credit card</b>

This document lists the guidelines for using Elite Office conference rooms 1 & 2. All situations may not be covered by the information below. For specific questions not covered by this list, please contact Manager. Failure to comply with these guidelines may result in loss of conference room privileges and/or fees charged to user.

Elite Office has two (2) conference rooms available for use. See below for rates.

**HOW MUCH DOES MEETING ROOM SPACE COST:**

- Cost for use of Conference Room 1 shall be \$85 for the first hour and \$50 per hour thereafter with a minimum two (2) hour reservation which includes use of the break room for dining purposes.
- Cost for use of Conference Room 2 shall be \$50 for the first hour and \$35 per hour thereafter with a minimum two (2) hour reservation which includes use of the break room for dining purposes.
- Rental fees and deposit are due at the time the lease is signed.
- The breakroom use is made available only in conjunction with the reservation of a conference room.
- There is no charge for use of the conference room for tenants whose lease include conference room use, contingent upon availability.
- Water and coffee may be served in the conference rooms. Any damage or clean up resulting from use will result in loss of deposit and/or a penalty fee. No food shall be consumed in the conference rooms.
- For food service beyond water and coffee, groups and their guests shall use the break room for dining purposes. Refreshments, utensils and supplies—in addition to room clean-up after the activity—are the responsibility of the group.
- Elite Office may assess additional fees if:
  - the conference room is found in disarray;
  - there are any damage and/or loss to the facility, the furnishings and/or equipment;
  - use of room goes beyond reserved time at \$85 per hour.

Charges and/or additional fees for damage are determined by Elite Office. These additional fees will be charged against the deposit. For tenants, including virtual tenants, fees will be invoiced and due immediately. Continuous infractions will result in loss of privilege to utilize the conference rooms.

**For Office Use Only:**

- TV monitor remote
- Apple TV and remote
- Apple TV HDMI adapter
- White board supplies (Eraser; red, black, blue and green markers; cleaner spray bottle)
- Tripod
- Driver's license/picture ID
- Credit card
- Deposit \$150.00 – Check# \_\_\_\_\_
- Credit card# \_\_\_\_\_ exp \_\_\_\_\_ CVV \_\_\_\_\_ Zip code \_\_\_\_\_