

# Cummings Center Community Conference Room

100 Cummings Center, Suite 221-E



Need fully-equipped, newly-updated space for your next presentation, trade show or reception? Cummings Center's 3,000 square foot conference room offers a first-class setting for your next corporate meeting. Complimentary periodic use of this well-known amenity is offered exclusively to Cummings Center and Dunham Ridge firms.

For more information, call the leasing office at 978-922-9000.

## Features

- Free wireless Internet, courtesy of **PROSPEED**
- Furnished to accommodate small or large groups
- Ceiling-mounted projector and projection screen
- Podium, microphone and sound system
- Nearby elevators and restrooms
- A convenient counter with sink
- Onsite food providers

## COMMUNITY CONFERENCE ROOM 100 CUMMINGS CENTER, SUITE 221-E, BEVERLY, MA

Cummings Center offers a 3,000 square foot “community” conference room to client firms in good standing on a first-come, first-served basis for meetings or other business uses. The conference room has approximate interior dimensions of 37’W x 67’L and includes WIFI access provided courtesy of ProSpeed.Net, on an as is and as available basis and without warranties of any kind. The room has a podium, projection screen, ceiling-mounted projector, and an HDMI cable to connect your laptop to the projector. Wireless microphones are available upon request at the leasing office. The room is also equipped with tables and chairs to accommodate smaller groups when set up classroom-style, or larger groups when set up auditorium-style, up to a maximum of 99 occupants. Additional chairs are available in the storage area.

**Each user is responsible for software download, room setup and room cleanup.  
Software (links below) is required for connection to the projector via HDMI and wireless.**

There are two connection options to the projector: via your computer’s HDMI (ZOOM calls can only be made with an HDMI connection) port; or a wireless connection. *(Both connection options will require a download of Crestron AirMedia software, unless you are using screen share from an Apple device)* Links:

[AirMedia Windows](#) or [AirMedia macOS](#)

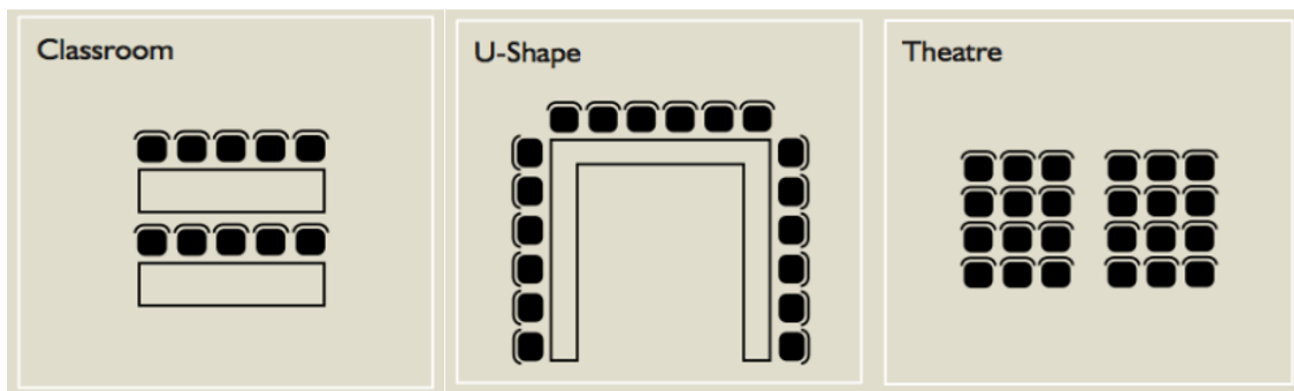
***Please use these fine resident food services if catering is desired!***

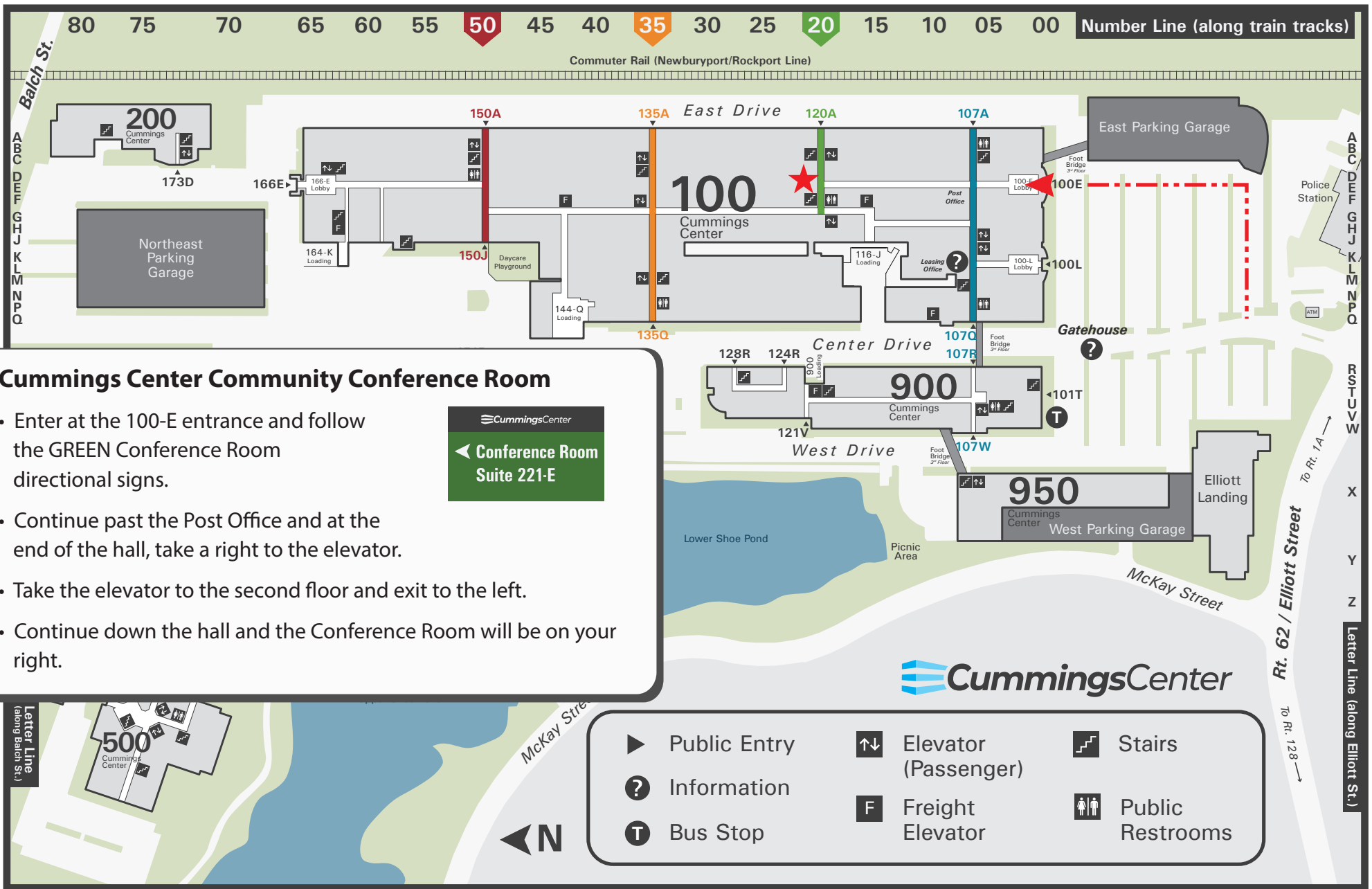
- [Early Harvest Diner](#), 950 Cummings Center, Suite 96-X (978-969-3126)
- [Flip the Bird](#), 100 Cummings Center, Suite 107-P (978-921-1507)
- [Grass Market by Grassy Roots](#), 100 Cummings Center, Suite 151-J (978-993-5100)
- [Polcari’s Restaurant](#) (781-233-3765)
- [Regina Pizzeria](#), 800 Cummings Center, Suite 147-R (978-529-2692)
- [Soall Café](#), 100 Cummings Center, Suite 127-Q (978-969-1960)
- [The Whoo\(pie\) Wagon](#), 950 Cummings Center, Suite 97-X (978-969-3373)

### **Guidelines:**

- 1) **To request a reservation, please contact Kim Rutan via email at [conferenceroom@cummings.com](mailto:conferenceroom@cummings.com)** no more than 60 days in advance. All reservations will be confirmed by email.
- 2) Sessions are a maximum of five hours in length and typically are as follows:  
*Morning session: 7:30 AM to 12:30 PM \*Afternoon session: 1:00 to 6:00 PM \*Evening session: 6:30 PM on.*
- 3) Each client firm may use the conference room, at no charge, up to four sessions per calendar year. The charge for any use beyond these limits is \$200 per session. **Session fees (if any) are non-refundable**, even if the session is later canceled, and must be paid by check (payable to Cummings Properties, LLC) or cash (only) at the time of booking. Once booked, the day and time shall be reserved for your firm’s use only, and others later seeking the same session will be informed that the room is already reserved. Failure to provide at least 24 hours prior email notice of cancellation of a “no-charge” session will result in a reduction in your firm’s annual allotment of free sessions.
- 4) **If you need to cancel an event, please notify us at [conferenceroom@cummings.com](mailto:conferenceroom@cummings.com) as soon as possible.**

- 5) Stop by the Leasing Office at 100 Cummings Center, Suite 107-L on the day of your meeting (or the afternoon before in the case of a morning session) to sign out the key. **Please remember to bring “key collateral” (i.e., original photo ID or \$20 cash).**
- 6) Green directional hallway signs lead attendees from the 100-L building entrance (near J Barrett Realty) to Suite 221-E. Additional signage and event markers (e.g., balloons and A-frame signs) are prohibited in and around the building.
- 7) The password and instructions for connecting to the ProSpeed.Net WIFI are available at the podium inside the conference room. Please note that the password is subject to change at any time.
- 8) At the end of your session, please:
  - Leave the furniture set up classroom style (see Classroom in diagram below). Do not drag furniture, as dragging may cause carpet damage.
  - Bring all trash directly to the common building compactor (located outside at the 116 loading dock).
  - Leave the entire facility clean and ready for the next user. For your convenience, there is a power broom in the closet and supplies to wipe down the tables in the cabinet.
  - Turn the heat/air conditioning to “Off”, turn off the lights, and lock the door (engaging the deadbolt).
  - Return the key to the Leasing Office. For evening sessions, please return these items by 9:00 AM the following morning. There will be a \$20 charge for keys lost or not returned.
- 9) Common restrooms are available across the hall from the conference room at Suite 220-F.
- 10) The conference room is intended for occasional client firm business meetings (only) and not for recurring events, parties, holiday gatherings, non-client events, community group meetings, or fundraisers.
- 11) The conference room is an extension of your firm’s leased premises. Accordingly, all provisions and requirements of the lease, including the liability and insurance provisions, shall apply.
- 12) Failure to follow the above guidelines may result in additional charges to your account. The user will be held responsible for any and all damage resulting from its use. Cummings Center reserves the right to suspend future use of the conference room for any reason, including improper or inappropriate use or failure to follow these guidelines.





**CummingsCenter**  
**Community Conference Room**

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 Beverly, MA 01915  
 978-922-9000