

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

Client firms of Cummings Properties may from time to time request the complimentary use the “community” conference room for meetings or other business uses. The conference room, which is offered to client firms in good standing on a first-come, first-served basis, is equipped with wireless internet service courtesy of Cummings Center resident firm and internet provider, ProSpeed.Net. The room typically comes with enough tables and chairs to accommodate approximately 25-40 when set up boardroom style, or 80 people when set up auditorium style, as well as a podium, whiteboard and projection screen.

Please remember these fine resident food services if catering is desired!

- ❑ **Acapulcos Mexican Family Restaurant & Cantina**, 900 Cummings Center (978-232-0100), features appetizers, salads, soups and a variety of Mexican favorite dishes.
- ❑ **Buying Thyme**, 100 Cummings Center, Suite 127-Q (978-922-5088), features all-natural foods including fresh, organic salads, wraps, soups and hot meals.
- ❑ **The Daily Bagel**, 100 Cummings Center, Suite 107-P (978-922-2964), features fresh coffee, bagels, pastries, sandwiches, soups and more.
- ❑ **Gold Coast Café**, 800 Cummings Center, Suite 147-R (978-239-7473), features specialty sandwiches, soups, hot entrees, and Epicurean meals.

Guidelines:

- 1) To request a reservation, please contact Judy Lenz at 978-922-9000 no more than 30 days in advance.
- 2) Each client firm may use the conference room, at no charge, *one session in any calendar month and up to four sessions per calendar year*. Any use beyond these limits is \$200 per session.
- 3) Sessions 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.
- 4) The key may be signed-out at the Cummings Center 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). Session fees (if any) must be paid before keys will be issued.
- 5) Instructions and the password for connecting to the ProSpeed.Net wireless internet service are available upon key sign-out. Please note that the password is subject to change at any time.
- 6) At the end of your session, please:
 - Leave the furniture set up boardroom style. **Furniture must be picked up and not dragged, as dragging may cause carpet damage.**
 - Bring all trash directly to the common building compactor (located at the 116 loading dock).
 - Leave the entire facility clean and ready for the next user.
 - Turn off the heat/air conditioning and lights and lock the door.
 - Return the key to our main office. For evening sessions, please return the key by 9:00 AM the following morning. There will be a \$45 charge for keys lost or not returned.
- 7) Failure to remove all trash and dispose of properly in the building compactor and/or leaving the HVAC running and/or the lights on will result in additional charges to your account.
- 8) Common restrooms are available across the hall from the conference room at Suite 220-F.
- 9) Please do not disturb other tenant firms in the building by asking to use their facilities (phone, fax, bathrooms, etc.). Facsimile and copy services are available at CCI Reprographics (Suite 107-Q) and Kwik Kopy (Suite 210-D).
- 10) The conference room is not intended for recurring meetings, parties, or personal events.
- 11) The conference room is an extension of your firm’s leased premises. Accordingly, all provisions and requirements of the lease regarding liability, insurance, etc. shall apply.
- 12) Improper or inappropriate use of this amenity or failure to follow these guidelines shall be cause to terminate all future use.