

**“COMMUNITY” CONFERENCE ROOM  
TRADECENTER 128, SUITE 5860 - WOBURN, MA**

Client firms of Cummings Properties may from time to time request the complimentary use of a “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, seats up to 20 people. Wireless internet service is provided free-of-charge courtesy of Verizon FiOS. We also have a podium and additional chairs available upon request for your complimentary use.

*Please remember to utilize one of these fine client food services, if catering is desired.*

**Conveniently located in the building:**

✓ Beacon Grille      781-933-3333      ✓ Dana’s Café & Catering      781-995-4173      ✓ Dunkin’ Donuts      781-933-2317

**Other client food service and catering:**

✓ Ambassador India	781-956-3438	✓ Sal’s Pizza / Mary’s Pasta & Sandwiches	339-227-6885	
✓ Far East Cafe	781-935-7663	✓ Starbucks	781-938-9305	
✓ Fresh City	781-932-1120	✓ Sub Factory	781-933-3232	
✓ Let’s Go Burrito	339-298-2071	✓ Subway	342 West Cummings Park 150 New Boston Street	781-935-3078 781-569-0550
✓ Munchies	781-938-8555			

**Guidelines:**

- 1) To request a reservation, please contact Gloria Papile at the main office (781-935-8000) or Cassandra Tower at TradeCenter Executive Suites (781-933-3335). In the event of a cancellation, please notify Gloria or Cassandra as soon as practical so that the conference room may be rebooked. Client firms may request the use of the conference room for one session in any given calendar month, and up to four sessions per calendar year, at no charge. Any use beyond these limits is a minimum of \$100 per session.
- 2) Sessions are five hours in length and typically are as follows:

*Morning: 7:30 AM to 12:30 PM;   •   Afternoon: 1:00 to 6:00 PM;   •   Evening: 6:30 PM - on.*
- 3) On the day of your meeting (or the afternoon before in the case of a morning session), pick-up a key from TradeCenter Executive Suites at 400 TradeCenter, Suite 5900. Wi-Fi connection and password information is provided by TradeCenter Executive Suites upon key pick-up.
- 4) Restrooms are located down the hall (past the elevators) across the hallway from TradeCenter Executive Suites on the fifth floor.
- 5) Please be respectful of other client firms in the building and refrain from asking to use their facilities (phone, fax, bathrooms, etc.).
- 6) Pursuant to municipal regulations, smoking is not permitted in the conference room, balcony or within 30 feet of any building entrance.
- 7) At the end of your session, please:
  - Leave the entire facility clean and ready for the next user.
  - Leave all furniture in an organized configuration for the next user. **If you move any furniture, it must be picked up and not dragged, as dragging may cause carpet damage.**
  - Please remember to take all personal belongings with you when you are finished using the conference room. Cummings Properties is not responsible for any items left in the space.
  - Please bring all trash directly to the dumpster on the first floor of the parking garage.
  - Turn off the heat/air conditioning and lights and lock the door. **Failure to remove all trash and/or leaving the HVAC or lights on may result in a minimum additional charge of \$100.**
  - Return the key to 400 TradeCenter, Suite 5900. There is a \$45 charge for keys lost or not returned.
- 8) The conference room is not intended for parties or personal events. Cummings Properties reserves the right to change the location of the conference room or permanently or temporarily close the conference room without prior notice. If you have a recurring need for conference room space please contact your leasing/property manager.
- 9) 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. Improper use of this amenity may result in Cummings Properties terminating conference room privileges.