

## 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 Lisa Cinelli via email at [lac@cummings.com](mailto:lac@cummings.com) or by calling 978-922-3335 no more than 60 days in advance. All reservations will be confirmed by email.**
- 2) Sessions fees are charged for a minimum of four hours in length and sessions are typically scheduled as follows:
  - *Morning session: 8:00 AM to 12:00 PM \* Afternoon session: 1:00 to 5:00 PM \* Evening session: 5:30 PM to 9:30 PM.*
- 3) **Session fees are \$500 for a half-day (i.e. four hour) reservation and \$850 for a full-day (eight hour) reservation, and must be paid by check (payable to Cummings Executive Suites), cash or credit card (only) at the time of booking. Once booked, the day and time shall be reserved for your use only.**
- 4) **Cancellation Policy:**
  - All cancellation requests must be received in writing at least two full business days prior to the reserved date in order to receive a full refund.
  - Cancellation requests received less than two business days prior to the reserved date will be charged 50% of the reservation fee.
  - Cancellation requests received on the day of the reservation will be charged the full reservation fee.
- 5) Stop by 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) to sign out the key. **Please remember to bring “key collateral” (photo ID or \$20).**

- 6) Green directional hallway signs lead attendees from the 100-L building entrance (near People's United Bank) to Suite 221-E, and a customized map (see attached) can be downloaded from [www.cummings.com](http://www.cummings.com). 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 wireless internet service are available upon key sign-out. 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 at the 116 loading dock).*
  - *Leave the entire facility clean and ready for the next user. A power broom is located in one of the closet within the suite and supplies to wipe down the tables in the cabinet.*
  - *Turn off the heat/air conditioning and lights and lock the door.*
  - *Return the key to the leasing office. For evening sessions, please return the key by 9:00 AM the following morning. There will be a \$20 charge for keys lost or not returned.*
- 9) Failure to follow the above guidelines may result in additional charges to your account. You will be held responsible for any and all damage resulting from your use.
- 10) Please do not disturb other tenant firms in the building by asking to use their facilities (phone, fax, bathrooms, etc.). Common restrooms are available across the hall from the conference room at Suite 220-F.
- 11) The conference room is intended for tenant business use (only) and not for recurring meetings, parties, personal or non-client events, community group meetings or fundraisers.
- 12) The conference room is an extension of your firm's licensed premises. Accordingly, all provisions and requirements of the license, including liability, insurance, etc., shall apply. Improper or inappropriate use of this amenity or failure to follow these guidelines is cause to terminate all future use.

