

**COMMUNITY CONFERENCE ROOM
500 WEST CUMPLINGS PARK, SUITE 2350
WOBURN, MA**

Client firms of Cumplings Properties in good standing on a first come, first-served basis, may request the complimentary use of the Community Conference Room for meetings or other business uses **one session in any given calendar month, and up to four sessions per calendar year, at no charge**. Any use beyond these limits is \$100 per session.

The room typically comes with enough tables and chairs to accommodate 24 people when set up classroom style, or 48 people when set up auditorium style, as well as a whiteboard and free wireless Internet access. The space comes equipped with an LG Smart TV, a camera and USB mic w/remote for video conferencing and HDMI/VGA cables, attached to the LG. This suite also includes a private restroom with access to additional common area restrooms (located across the hallway), a networking area with tables set up for breaking into groups, as well as countertops with a sink and small refrigerator for food setup. The wireless network is provided on an as available basis. Sessions are five hours in length and typically are scheduled as follows:

Morning: 7:30 AM - 12:30 PM • Afternoon: 1:00 - 6:00 PM • Evening: 6:30 - 11:30 PM.

Guidelines:

To make a reservation, please call 781-935-8000 or email admin@cumplings.com no more than 60 days in advance. In the event of a cancellation, please provide a minimum of 24 hours' notice so the conference room may be rebooked. Clients who do not give the appropriate cancellation notice may be subject to a \$100 fee.

On the day of your meeting (or the afternoon before if you have booked a morning session), pick up the key at Cumplings Properties' main office at 200 West Cumplings Park, Woburn.

Please be respectful of other client firms in the building and refrain from asking to use their facilities (phone, fax, bathrooms, etc.). Fax services are available at The UPS Store (400 West Cumplings Park, Suite 1725).

Smoking is prohibited by law anywhere in the building or within 30 feet of any building entrance.

Please use one of these fine resident food service providers if catering is desired:

✓ Citra Fresh	300 TradeCenter	617-283-5353	✓ Powerhouse Café & Catering	94 Cummings Pk.	339-970-4635
✓ Godavari	9 Cummings Pk.	781-935-6060	✓ Regina Pizza/Polcari's	48 Cummings Pk.	781-305-4474
✓ Maki Maki	40 Cummings Pk.	781-305-3829	✓ Skewers	150-F New Boston St.	781-281-2355
			✓ Wicked Bagel	8 Cummings Pk.	781-938-9944

At the end of your session, please:

- Leave the room clean and ready for the next user;
- Leave the furniture set up classroom style. **Furniture must be picked up and not dragged, as dragging may cause carpet damage, for which you will be responsible;**
- Take all personal belongings with you. Cumplings Properties is not responsible for any items left in the space;
- Bring all trash to the common building compactor (located at the building loading dock);
- Turn off the heat/air conditioning and lights, and lock the door. **Failure to remove all trash or turn off the heat/air conditioning or lights may result in a *minimum* additional charge of \$100;**
- **Return the key to our main office.** For evening sessions, return the key by 9:00 AM the following business day. **There is a \$45 charge for keys lost or not returned in a timely fashion.**
- Return all electronic items to the original setup.

The conference room is not intended for parties or personal events. Cumplings Properties reserves the right to change the location of the conference room, or temporarily or permanently close the conference room without prior notice. If you have a recurring need for conference room space, please contact your account manager.

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 the termination of conference room privileges.