



**COMMUNITY CONFERENCE ROOM
800 WEST CUMMINGS PARK, SUITE 4750
WOBURN, MA**

Client firms of Cummings Properties may request the complimentary use of 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, typically comes with enough tables and chairs to accommodate approximately 30 people when set up classroom style, or approximately 75 people when set up auditorium style, as well as a whiteboard and free wireless Internet access. This wireless network is provided on an as is and as available basis and without warranties of any kind.

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

✓ B.GOOD	4 Cummings Pk.	781-305-4186	✓ Maki Maki	40 Cummings Pk.	781-305-3829
✓ Corner Office Gourmet	600 W.Cummings Pk.	781-281-2662	✓ Olympia Grille	25-A Olympia Ave.	781-933-9933
✓ Diner in the Park	340 W.Cummings Pk.	781-932-7400	✓ Sal's Pizza	299 Washington St.	339-227-6885
✓ Godavari	9 Cummings Pk.	781-935-6060	✓ Starbucks	204 W. Cummings Pk.	781-938-9305
			✓ Subway	342 W. Cummings Pk.	781-935-3078

Guidelines:

- 1) To make a reservation, please contact Gloria Papile at 781-935-8000 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. Client firms may request to use 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 - 12:30 PM; ▪ Afternoon: 1:00 - 6:00 PM; ▪ Evening: 6:30 - 11:30 PM.
- 3) On the day of your meeting (or the afternoon before if you have booked a morning session), pick up the key at Cummings Properties' main office at 200 West Cummings Park.
- 4) Two restrooms are located in the conference room. Additional restrooms are located on the second floor hallway.
- 5) 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 Cummings Park, Suite 1725).
- 6) Smoking is prohibited by law anywhere in the building or within 30 feet of any building entrance.
- 7) 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.**
 - Take all personal belongings with you. Cummings 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.
- 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 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.
- 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 the termination of conference room privileges.