

Cummings Center Community Conference Room

100 Cummings Center, Suite 221-E



Need terrific space for your next presentation, trade show or reception? Cummings Center's 3,000 square foot conference room, tastefully adorned with historical memorabilia salvaged during our complete restoration of the former United Shoe Machinery Corporation factory, offers a first-class setting for your next corporate meeting. Complimentary periodic use of this beautiful facility is offered exclusively to Cummings Center firms.

For more information, call 978-922-9000.



FEATURES

- A small kitchenette
- Near elevators and restrooms
- Onsite food and copy services
- Microphone and sound system
- Podium, whiteboard and projection screen
- Furnished to accommodate small or large groups
- Free wireless internet service, courtesy of ProSpeed

PRO SPEED

**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 is equipped with wireless internet service (internet access is provided courtesy of ProSpeed.Net and is provided on an as is and as available basis and without warranties of any kind). The room also has a wireless and a wired microphone (both available upon request at the Leasing Office), podium, whiteboard, projection screen, ceiling-mounted projector, and tables and chairs to accommodate smaller groups when set up boardroom-style, or larger groups when set up auditorium-style. (Each user is responsible for room setup and cleanup.) Folding chairs are located in the storage closets.

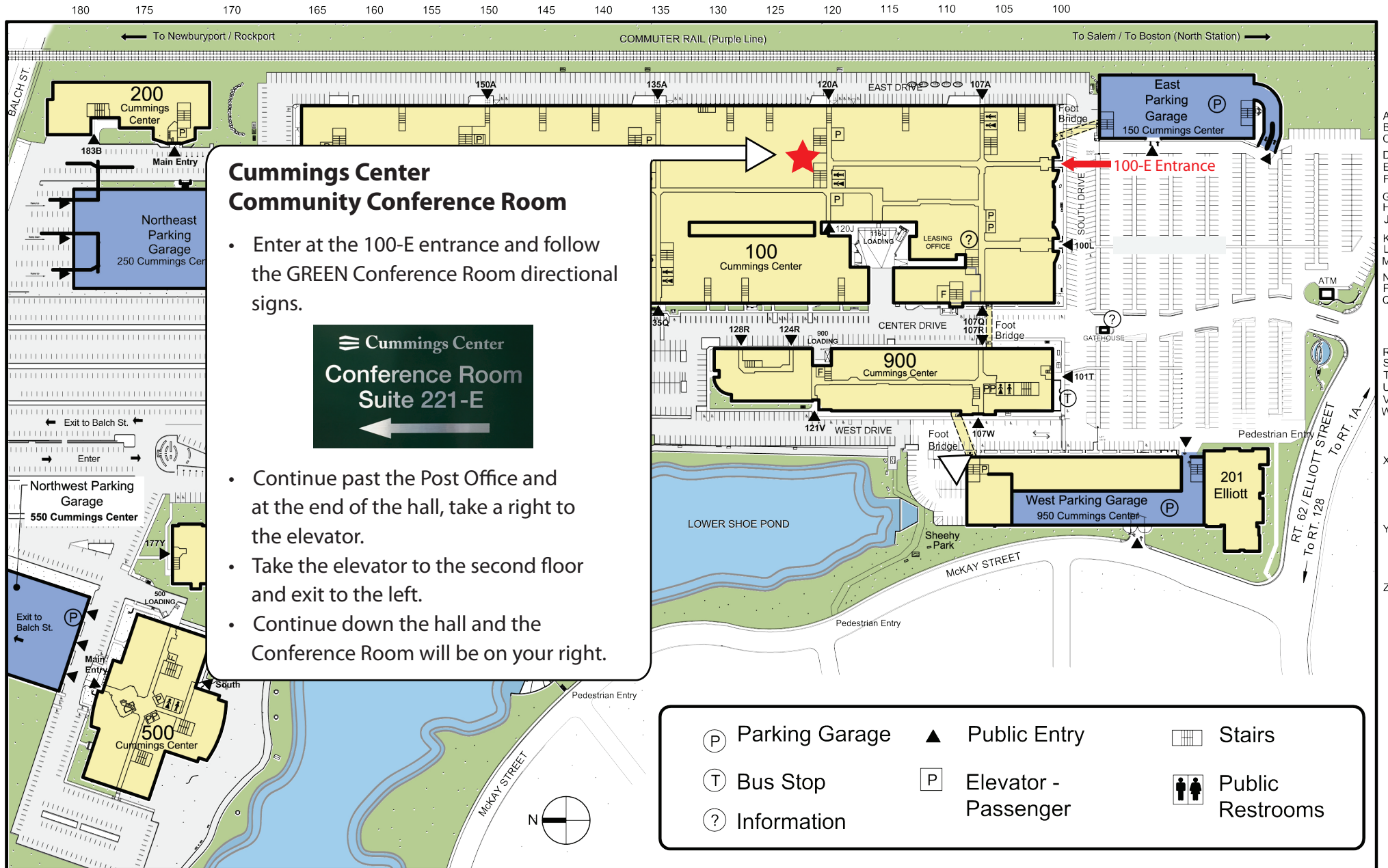
Please use these fine resident food services if catering is desired!

- ☐ **Acapulcos Mexican Family Restaurant**, 900 Cummings Center, Suite 101-T (978-232-0100)
- ☐ **Anthony’s**, 800 Cummings Center, Suite 147-R (978-921-9200)
- ☐ **Catered Life**, 100 Cummings Center, Suite 127-Q (978-720-8906)
- ☐ **Early Harvest Diner**, 950 Cummings Center, Suite 96-X (978-969-3126)
- ☐ **Marinos Café**, 100 Cummings Center, Suite 107-P (978-921-1507 and 978-921-1508)
- ☐ **Marinos Café/Breakroom**, 100 Cummings Center, Suite 151-J (978-921-1591)
- ☐ **Red Sugar Café**, 100 Cummings Center, Suite 105-K (781-587-0348)

Guidelines:

- 1) **To request a reservation, please contact Judy Lenz via email at conferenceroom@cummings.com** no more than 60 days in advance. All reservations will be confirmed by email.
- 2) Sessions are a maximum of five hours in length and typically 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.
- 3) Each client firm may use the conference room, at no charge, up to four sessions per calendar year. The charge for any use beyond these limits is \$200 per session. **Session fees (if any) are non-refundable**, even if the session is later canceled, and must be paid by check (payable to Cummings Properties, LLC) or cash (only) at the time of booking. Once booked, the day and time shall be reserved for your firm’s use only, and others later seeking the same session will be informed that the room is already reserved. Failure to provide at least 24 hours prior email notice of cancellation of a “no-charge” session will result in a reduction in your firm’s annual allotment of free sessions.
- 4) **If you need to cancel an event, please notify us at conferenceroom@cummings.com as soon as possible.**
- 5) Stop by the 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 (a) sign out the key, (b) to request the wired and/or wireless microphone and/or (c) request a VGA cord to connect the ceiling-mounted projector to your computer. **Please remember to bring “collateral” (original photo ID or (a) key - \$25 cash, (b) microphone - \$50 cash, and/or (c) VGA cord and adaptor - \$25 cash).**
- 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.cummingsproperties.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 boardroom style. Do not drag furniture, as dragging may cause carpet damage.
 - Bring all trash directly to the common building compactor (located outside at the 116 loading dock).
 - Leave the entire facility clean and ready for the next user. A vacuum is located in a closet within the suite.
 - Turn off the heat/air conditioning and lights and lock the door (engaging the deadbolt)..
 - Return the key (and microphone(s) and VGA cord, if used), to the Leasing Office. For evening sessions, please return these items by 9:00 AM the following morning. There will be a \$20 charge for keys lost or not returned, a \$350 charge for loss or damage to the wired and/or wireless microphone, and/or a \$100 charge for loss or damage to the VGA cord.
- 9) Please do not disturb other tenant firms in the building by asking to use their facilities (phone, fax, wifi, bathrooms, etc.). Common restrooms are available across the hall from the conference room at Suite 220-F. Facsimile and copy services are available at CCI Reprographics (Suite 107-Q – 978-921-1166) and My Print and Copy (Suite 210-D – 978-232-3552). CCI Reprographics and LPF Studio (Suite 106-E – 978-969-3767) also offer a full-range of audio-visual equipment for rent, including projectors. Video conferencing services are also available. For more information, please contact Prospeed (Suite 115-J) at 888-425-7425 x413.
- 10) The conference room is intended for tenant business use (only) and not for recurring meetings, parties, personal, holiday gatherings or non-client events, community group meetings or fundraisers.
- 11) The conference room is an extension of your firm's leased premises. Accordingly, all provisions and requirements of the lease, including the liability and insurance provisions, shall apply.
- 12) Failure to follow the above guidelines may result in additional charges to your account. The user will be held responsible for any and all damage resulting from its use. Cummings Center reserves the right to levy future use of the conference room for any reason, including improper or inappropriate use or failure to follow these guidelines.



REVISION DATE: 05-24-17

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