

## CONFERENCE ROOM RULES AND REGULATIONS

Please complete and return this form to  
[kelly@brennanproperties.com](mailto:kelly@brennanproperties.com).

We are proud of our conference room facility and are happy to make it available for use to our tenants. Each room has Wifi accessibility, along with HDMI access to each TV for laptop casting.

We do ask that all who use our facility comply with the following general rules. Thank you.

### **CONFERENCE ROOMS**

- a. Conference rooms may be reserved on a first-come, first-served basis by scheduling through our website at [www.universityparkcenter.com](http://www.universityparkcenter.com), emailing the management office, or by phone at (916) 922-2300. Conference rooms may not be reserved more than 60 days in advanced.
- b. If you make a reservation for a conference room and later find that you no longer require it's use, please cancel your reservation by calling our office at (916) 922-2300 or emailing [carolyn@brennanproperties.com](mailto:carolyn@brennanproperties.com).
- c. The conference center hours are Monday through Friday, 8:00 a.m. to 6:00 p.m., unless prior arrangements have been made with the Management Office. An additional charge for HVAC, and utilities usage as a result of afterhours use may be charged.
- d. Brennan Properties reserves the right to limit use of/charge for use of the conference rooms if excessive use restricts that of the other tenants.
- e. Tenants will be responsible for any damages to the conference rooms after use, including extraordinary janitorial cleanup at \$45/hour.
- f. Tenant shall be responsible for returning the conference rooms to the original condition in which they were found:
  - 1) Please utilize drink coasters to prevent damages to surfaces.
  - 2) Replace chairs around the table.
  - 3) Place all trash in trash receptacles provided by Brennan Properties.
  - 4) Remove all items belonging to your company before leaving.
- g. Smoking is not permitted inside or in front of the building.

### **BRENNAN PROPERTIES IS NOT RESPONSIBLE FOR LOST, STOLEN, OR DAMAGED ITEMS LEFT IN CONFERENCE ROOMS.**

I have read and I understand the above rules and regulations.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Company Name: \_\_\_\_\_

Building/Suite: \_\_\_\_\_

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