



EastBoro Conference Center
 Rules and Regulations
 8281 Greensboro Drive, McLean, VA 22102

GENERAL

1. **HOURS OF OPERATION:** The EastBoro Conference Center (“EBCC”) is open between the hours of 8:00 A.M. to 6:00 P.M., Monday through Friday. The Facility is closed on Saturday & Sunday and building holidays unless specific arrangements are made in advance.
2. **USE OF FACILITY:** Signs and other documents or graphics shall not be taped to the walls inside of the Facility or other common areas of the Building used in conjunction with the use of the Facility (the “Supporting Common Areas”), except as required to comply with the provisions of this Section 3.
 - a. **COMPLIANCE:** Tenant shall, at Tenant’s sole expense, (i) comply with all laws, orders, ordinances, and regulations of federal, state, county, and municipal authorities having jurisdiction over the Facility and Supporting Common Areas, and (ii) comply with any directive, order or citation made pursuant to law by any public officer requiring abatement of any nuisance or which imposes upon Landlord or Tenant any duty or obligation due to conditions which have been created by or at the request or insistence of Tenant, or required by reason of a breach of any of Tenant’s obligations under their lease or by or through other fault of Tenant; and (iii) comply with all insurance requirements applicable to the Facility, including as set forth below. If Tenant receives notice of any such directive, order, citation or of any violation of any law, order, ordinance, regulation or any insurance requirement, Tenant shall promptly notify Landlord in writing of such alleged violation and furnish Landlord with a copy of such notice.
 - b. **LEGAL:** Tenant shall not use or permit the Facility or Supporting Common Areas, or any part thereof, to be used in violation of any present or future applicable law, regulation or ordinance, or of the certificate of occupancy issued for the Building or the Facility, or any document of record which encumbers the Building, and shall immediately discontinue any use of the Facility which is declared by any governmental authority having jurisdiction to be in violation of law or said certificate of occupancy. Tenant will not use or permit the Facility or Supporting Common Areas to be used for any purposes that interfere with the use and enjoyment of the Building by Landlord or the other tenants, or which violate the requirements of any insurance company insuring the Building or its contents, or which, in Landlord’s sole discretion, impair the reputation of the Building. Tenant shall refrain from and discontinue such use immediately upon notice from Landlord.
 - c. **FIRE AND SAFETY:** Tenant shall not do, or permit anything to be done in the Facility or Supporting Common Areas, or bring or keep anything therein, which will in any way increase the rate of fire insurance on the Building, or invalidate or conflict with fire insurance policies on the Building, fixtures or on property kept therein. Tenant agrees that any increases of fire insurance premiums on the Building or contents caused by the occupancy of Tenant and any expense or cost incurred in consequence of negligence or the willful action of Tenant, Tenant’s employees, agents, servants, invitees, or licensees shall be paid by Tenant.
 - d. **ENVIRONMENTAL PROTECTION:** Tenant and Tenant’s employees, contractors and agents shall not dispose of or generate, manufacture, store, treat or use any oil, petroleum or chemical liquids or



solids, liquid or gaseous products or any hazardous waste or hazardous substance (hereinafter collectively referred to as “hazardous waste”), as those terms are used in the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, or in any other federal, state or local law governing hazardous substances (hereinafter collectively referred to as the “Act”), as such laws may be amended from time to time at, upon, under or within the Facility and Supporting Common Areas, or the Building or the land on which it is built, or into the plumbing or sewer or water system servicing the Facility, Supporting Common Areas, or the Building, nor shall Tenant, its employees, contractors or agents cause or permit the discharge, spillage, uncontrolled loss, seepage or filtration of any hazardous waste at, upon, under or within the Facility, Supporting Common Areas, or the Building or the land or into the plumbing or sewer or water system servicing the same. Tenant shall comply in all respects with the requirements of the Act and related regulations, and shall notify Landlord immediately in the event of its discovery of any hazardous waste at, upon, under or within the Facility, Supporting Common Areas, or the Building or the land, or of any notice by a governmental authority or private party alleging that a disposal of hazardous waste on or near the Facility or Supporting Common Areas, may have occurred. Tenant further agrees to provide Landlord full and complete access to any documents or information in Tenant’s possession or control relevant to the question of the generation, treatment, storage or disposal of hazardous waste on or near the Facility or Supporting Common Areas. In the event that any hazardous waste is located in the Facility or Supporting Common Areas, and such hazardous waste was located in the Facility or Supporting Common Areas prior to the date hereof, then Landlord, at its cost, shall remove or remediate such hazardous waste in accordance with applicable governmental law.

- e. **INDEMNIFICATION:** Tenant shall indemnify Landlord against all costs, expenses, liabilities, losses, damages, injunctions, suits, fines, penalties, claims, and demands, including, without limitation, remediation and clean-up costs, reasonable attorneys’ fees, and court costs and civil fees and fines arising out of any violation of or default in the covenants of this Section 3.
 - f. **MOVING AND DELIVERIES:** No freight, furniture or other bulky matter of any description shall be received into the Building or carried in the elevators, except at times and by routes authorized by Landlord. Tenant shall give Landlord at least forty-eight (48) hours telephonic notice prior to moving any freight, furniture or other bulky material into or out of the Building. All moving of furniture, material and equipment shall be under the direct control and supervision of Landlord, who shall, however, not be responsible for any damage to or charges for moving same. Tenant shall promptly remove from the public areas within or adjacent to the Building any of Tenant’s property delivered or deposited there, and shall be responsible for any damage to the Building, the Facility, or Supporting Common Areas caused by its moving and deliveries.
3. **ALCOHOL POLICY:** Tenant is responsible for controlling the serving of alcoholic beverages and shall not permit the serving of alcoholic beverages to minors. All alcoholic beverages are to be dispensed by a non-drinking server and shall be limited to beer and wine. Alcoholic beverages shall not be served to anyone who is acting like they are, it is suspected of being, impaired as a result of alcohol intake. Tenant shall provide with evidence that it has secured dram shop insurance with total limits of liability for bodily injury, loss of means of support, and property damage because of each occurrence of not less than Three Million Dollars (\$3,000,000.00).
 4. **EQUIPMENT:** Equipment provided for conference center users is considered “plug and play”. Please notify Property Management immediately if any equipment is not working properly. Any equipment (microphones, adapters, A/V cords, etc.) borrowed by the tenant from EBCC must be placed in the



front of the room and turned completely off at the end of each tenant event. At the end of each meeting, a representative from EBCC will check that all equipment remains in working order. Users of the conference center will be charged for any equipment that is damaged. If additional furniture is required, please contact Property Management for approval.

5. **REPAIR AND RETURN OF FACILITY:** The management team, the Tenant, and the caterer/vendor shall conduct an inspection to note property condition. Any deficiencies noted prior to the event shall be logged and identified as existing. Any damages noted after the event shall also be logged and assessed. At this time, the EBCC Management team shall exercise their right to repair any damages and collect reimbursement costs from the Tenant within 30 days of the occurrence.
6. **CLEANING FEE:** Tenant agrees to clean up the Conference Center at the end of the event and to properly dispose of all trash. Any excess trash left behind at the end by the tenants and/or guest may result in a \$150 cleaning fee.
7. **CERTIFICATE OF INSURANCE:** All vendors providing services for the event (including but not limited to caterers, AV technicians, and clean-up staff) must provide an updated certificate of insurance at least 48 hours prior to the event commencement date.
 - a. **Comprehensive General Liability** – Said coverage shall have limits of not less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage, including coverages for personal injury, contractual liability, operation of mobile equipment, products/completed operations and liquor law liability.
 - b. **Workers' Compensation** – Coverage shall comply with all state and federal requirements and will be in the statutory required limits. All employees of the vendor must be covered by workers' compensation.
 - c. **Employers Liability** – Coverage shall be placed with limits not less than \$1,000,000 per incident.
 - d. **Automobile Liability** – Coverage shall be acquired for all owned, non-owned hired and leased vehicles of vendor, including the loading and unloading thereof. Limits not less than \$1,000,000 per each occurrence combined single limit for bodily injury and property damage shall be maintained.
8. **HOLD HARMLESS:** Tenant agrees that its use of the Conference Center may not interfere with the operation of the property or other tenants' use thereof. In addition to any provisions in its lease with the owner of the property, tenant agrees to indemnify and hold harmless the Owner, and their respective affiliates, from and against all claims, losses, damages, liabilities or expenses incurred (including attorney's fees) as a result of tenant's use of the Conference Center.
9. **LIABILITY:** The liability provisions of Tenant's Lease shall apply to Tenant's use of the Facility and Supporting Common Areas. Landlord and its agents shall not be liable for any injury to persons resulting from Tenant's use of the Facility and Supporting Common Areas, including any injury resulting from the spread of any infectious disease. All personal property of Tenant located in the Facility and Supporting Common Areas shall be at the sole risk of Tenant. Landlord and its agents shall not be liable for any damage thereto. Landlord and its agents shall not be liable for any accident or damage to property of Tenant resulting from the use or operation of elevators or of the heating, cooling, electrical or plumbing apparatus, unless caused by and due to the negligence of Landlord, its agents or employees. Landlord shall not, in any event, be liable for damages to property resulting from water, steam or other causes. Tenant hereby expressly releases Landlord and its agents from any liability



incurred or claimed by reason of damage to Tenant's property.

- a. **INDEMNITY:** Tenant shall indemnify Landlord and its agents and employees and save them harmless from and against any and all claims, actions, damages, liabilities and expenses in connection with loss of life, personal injury and/or damage to property arising from or out of any occurrence in, upon or at the Facility or Supporting Common Areas, or the occupancy or use by Tenant of the Facility or Supporting Common Areas or any part thereof, or occasioned wholly or in part by any act or omission of Tenant, its agents, contractors, employees, invitees or licensees. In the event that Landlord or its agents or employees shall, without fault on its or their part, be made a party to any litigation commenced by or against Tenant, then Tenant shall protect and hold the same harmless and shall pay all costs, expenses and reasonable attorneys' fees incurred or paid in connection with such litigation.

10. **SECURITY:** EBCC reserves the right to require security for any event at the expense of the tenant.

11. **FEES:** All rental fees, service charges or other assessed charges related to your event are subject to a 20% administrative fee. Ownership reserves the right to adjust fees, as needed.

Storage Fee

Tenants are given a grace period of 30 minutes after their event to remove any additional tenant owned items. If the items are not removed within that time, a Storage Fee of \$150 may be levied. If tenant needs additional time to gather their belongings, the tenant must notify Property Management as soon as the event is over.

12. **RULES:** If Tenant does not abide by the rules, then Owner may terminate such Tenant's privileges to use the conference facility.

13. **MISCELLANEOUS:** If a guest is found to be in possession of illegal drugs or illegal firearms, EBCC has the right to terminate the event immediately. Taping or otherwise affixing signs or other items on the walls/room number signs is prohibited due to the possible damage or scarring. No rice, confetti or glitter may be used inside or outside of the facility.

CONFERENCE CENTER REQUIREMENTS

1. **RESERVATIONS:** Reservations will be made on a "first-come, first-served" basis, up to six months in advance.

Reservation Management

The EBCC uses a reservation management system via The Boro app to accommodate room scheduling needs. The app allows tenants to find and reserve space for single or multi-day meetings and events. It can also be used to reserve the additional resources and services, such as audio-visual support and room set-up.

All room reservations must be made by the tenant through The Boro app to be granted. If a tenant needs further assistance during the booking process, they may email



meetings@theborotysons.com. Upon making a reservation, tenants are required to complete all necessary information regarding the room reservation (i.e. number of attendees, desired room configuration and maximum time needed).

Extended Reservations

Room Reservations may be no longer than 3 consecutive days. If a tenant has an event that is longer than the maximum reservation timeframe, tenants may email meetings@theborotysons.com with their request. In the request, tenant must specify the desired date range, conference rooms needed and a brief description of the event for consideration. Reoccurring meetings may not be requested more than one month in advance and will only be approved upon availability.

Room Additions

If a tenant requests additional conference space the day of the event, Property Management will do their best to accommodate the tenant's needs. A last-minute reservation may be approved if the request does not interfere with another tenant's existing reservation and/or set up.

Pending Events/Reservations

Any room reservation (whether it be for a confirmed event or just a placeholder) received through The Boro App will be approved as a formal reservation and will therefore be subject to the same cancellation terms and credit deductions as any other Conference Center reservation.

2. **CANCELLATIONS:** To allow others to use the space, please cancel your room reservation in advance via The Boro app. You will receive a cancellation confirmation by email from once your cancellation request has been processed.

There is no charge for cancellations made with 30 days or more days notice. Cancellations made between 30 days and 24 hours prior will be billed at 50% of the rental fee or credit, and cancellations made less than 24 hours prior to your event will be billed at the full rental fee or credit.

No-Shows

Three or more no-shows in a given quarter may result in a penalty fee at the end of the quarter.

3. **AFTER HOURS FEES:** We are happy to host after hours events (6PM or later) in the Conference Center facility. Additional charges of \$80 per hour for building engineer overtime and \$50 per hour for HVAC overtime will be assessed for reservations occurring after normal business hours. After Hours Reservation requests must be submitted via The Boro app at least 72 hours prior to the event. After hours reservations will be charged the standard credit deduction based on the room used.

CONFERENCE CENTER SERVICES

1. **ROOM CONFIGURATION:** When arriving at EBCC, rooms will be delivered in the configuration noted in the Tenant's reservation (desired configurations should be added via The Boro app). If the tenant does not confirm their desired room configuration at least 24 hours in advance, the room will be set to default (classroom configuration). EBCC staff is not required to change room configurations



during tenant's reservation. Tenants are allowed to change existing room configurations during their reservation window. A charge of \$150 will be assessed for any custom configurations.

2. **AUDIO-VISUAL SUPPORT:** When reserving a room at EBCC, rooms will be delivered "as-is" with existing audio-visual (AV) equipment (projector and screen/TV provided as "plug-and-play" in all rooms). Owner will not be responsible or liable if AV equipment does not function properly.

The Boro District has partnered with Onyx AV to provide on-site AV and event support if requested. Contact support@onyxav.com with any questions or requests.

The person(s) of contact for the scheduled event shall walk through the conference space at least 30 minutes prior to start of tenant's reservation to ensure proper A/V connectivity and room set-up. The Conference Center staff is not guaranteed to be able to assist with A/V issues; therefore, the tenant must make prior arrangements if they need assistance.

3. **CATERING:** Tenants are allowed to use outside catering vendors for their events and must submit a current Certificate of Insurance (COI) to the Property Management team at least 48 hours prior to their event. The tenant is responsible for coordinating food delivery, signing off on said delivery and clean up at the end of the event (see section 4 of General).

ROOM CAPACITY & RATES

Rooms	Capacity Classroom / Theater	Credit / Hour	2 Hours	4 Hours	8 Hours
A	15 / 25	1	\$100	\$200	\$400
B	15 / 25	1	\$100	\$200	\$400
A/B	35 / 50	2	\$200	\$400	\$800

The room capacities below are provided to conference center users to show how many guests can be accommodated in each Conference Center meeting space. The Conference Center staff will make configuration adjustments as needed but cannot guarantee that configuration requests that fall outside of the capacities noted below can be accommodated, as sufficient space to exit the conference room must be maintained at all times.

***If tenants have any questions regarding room logistics for any events, please contact meetings@theborotysons.com**



ACKNOWLEDGEMENT

By execution below, these Rules and Regulations for the EBCC have been read and understood by all personnel and/or supervisor on site to use the Facility. I agree that I will fully comply with these Rules and Regulations as they are amended from time to time.

READ AND UNDERSTOOD BY:

Tenant Name, Building and Suite Number: _____

Representative Name (please print): _____

Representative Email Address: _____

Signed: _____

Date: _____

Thank you for your cooperation

We look forward to hosting your next event at The Boro!