



**Conference Rooms & Tenant Lounge located at
2500 Meridian Parkway**

Reservations/Terms of Use:

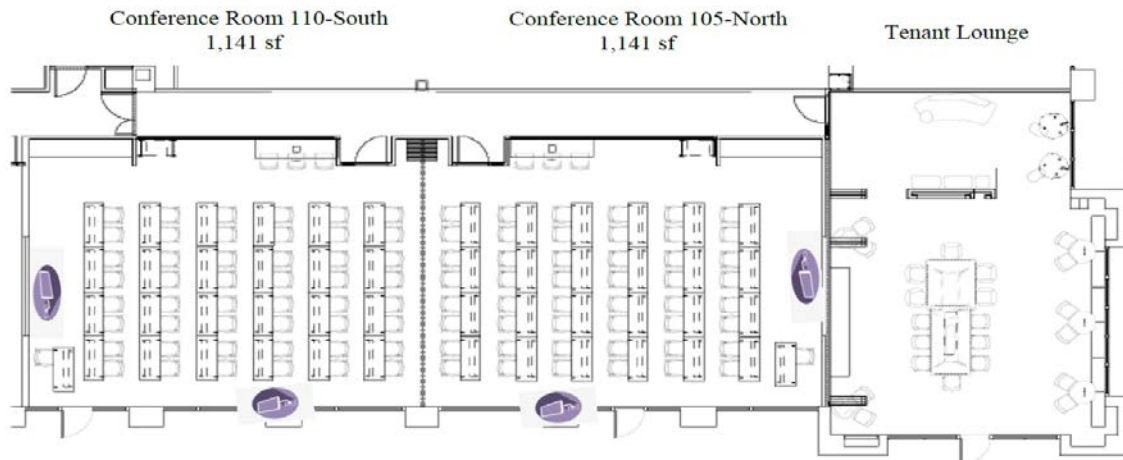
The Meridian Conference Rooms are available to all Accesso tenants and are reserved using Building Engines Resource Schedule Tab on your Homepage. ***Please note: Submission of a Reservation Request does not guarantee room availability until your request is Approved through the Management Office. You must include your Tenant Name as part of the Event Title.***

Amenity Center access is by Access Card only. Each Tenant will receive two Access Cards preprogrammed. Once your Reservation is approved your Access Card is activated for use.

Please include set-up and clean-up time when reserving the conference room(s). Conference room use is heavy at times and reservations are often booked back-to-back. Conference Rooms are not available on a “walk-in” basis.

It is recommended that each host reserve a time through Resource Scheduler to view the conference room to ensure that your meeting and the facility are a good match. The facility was built as a conference room/training room and may not be appropriate for all functions.

Conference rooms are for use for group meetings, videoconferences, seminars, training sessions, and other such activities as designated by management; they are not for use as offices, for private phone calls, or for lounges. The Tenant Lounge is available without any reservation requirements to all tenants for individual use or as a break room and “casual meeting” spaces.



Anyone using conference rooms **MUST** vacate the room at the time the reservation has expired as other parties may be waiting to use the room.

Please keep in mind that the adjacent conference room may be in use as well so please be considerate of the level of noise you are creating.

Conference Room Doors (interior or exterior) may not be blocked or propped open at any time. No signs, documents, posters, or paper may be attached to any of the walls or glass inside or outside the Amenity Center.

The Amenity Center is an Alcohol-Free and Tobacco/Smoke-Free Building. There is no smoking inside the building or within 25' of any entrance to the building.

Tenants and their guests are responsible for leaving all areas, including Conference Rooms or Tenant Lounge in the same clean and set-up condition as they found it. Failure to do so will result in a minimum charge of \$50 for any Tenant user who fails to clean the area used or return the room set up to its original configuration.

All areas, equipment and fixtures within the Amenity Center will be used only for the purpose for which they were designed or constructed and the expense of any breakage, stoppage, or damage resulting from violation of this rule will be borne by the Tenant whose employees, agents or guests caused it. Conference Rooms are for use during the business day from 8:00 am until 8:00 pm.

If you are arranging for caterers, additional chair rental, etc. these vendors must adhere to these operating hours and must **submit an approved COI no later than 48 hours prior to your event or your reservation will be cancelled.** You can find the COI requirements posted on Building Engines. Please have your vendors send their COI to Lissette Bautista lbautista@accessoervices.com. Tenants are required to be onsite to supervise their vendor's deliveries and pickups.

For after-hours use of Conference Rooms, please contact the Management Office as there will be costs for cleaners to come in after-hours once the event has concluded.

Canvassing, peddling, soliciting and distribution of handbills or any other written materials within the Amenity Center is prohibited.

Technology & Equipment:

Each Room is equipped with a projection and sound system that can be connected to a laptop via an HDMI cable. HDMI Cable to be supplied by tenant. All sound (including microphone) will need to go through a laptop in order to project the sight/sound to the wall mounted flat screens. Both WiFi and cabled internet connections are available. It is recommended that you reserve a time in advance of your meeting to become familiar with the AV system.

The following items may be requested on a first-come first-reserved basis. Please see the Amenities Section in the Resource Scheduler you make your Reservation.

Each Conference Room has:

24 Tables

48 Chairs

Available for use on first-come, first-reserved basis:

2 Catering Carts

Use of 24.9 cf Refrigerator with bottom freezer
Key must be signed out in Management Office



No water or Ice

24 Power Strips w/12' cords
For Use with Floor Box Electric



2 (48" x 36") Double Sided
Magnetic White Boards



4 (32 gallon) Trash Cans
with Lids



If you request the use of the White Boards, you must supply your own white board markers and erasers. White board must be cleaned after use.

Housekeeping:

It is important to leave the conference room in a presentable manner and put tables and chairs back to the original configuration so that the next meeting can begin at their scheduled time. Please appoint someone in your office or within your meeting to straighten up and return the room back to its standard theatre arrangement.

Rooms not cleaned up or put back into their original configuration will be subject to a minimum \$100 Fine that will be billed to the company who made the reservation as we do not have a custodial service to clean between meetings and would be required to bring in off-site Day Porters.

If food or beverages are served, Tenant is responsible for clean-up and disposal of all food related items. If your meeting will produce more trash than the conference room waste containers can handle, please be sure and add additional trash containers in the Amenities Section of the Reservation Request.

Building management is not responsible for any item left behind, lost, stolen or disposed of in the conference room, Tenant Lounge or Fitness Center.

Although the Conference Rooms are offered free of charge, in the event of damage to the rooms or equipment, the host organization will be responsible for reimbursing, replacement, and repair and/or cleaning. Inform management office immediately of any spills or broken items so we can make timely repairs.

Any tenant event held should be free of charge to the attendees.

Maximum Occupancy/Furniture:

Together Conference Rooms 105 & 110 are approved for a maximum of 151 persons. Each of the conference rooms has 24 tables and 48 chairs.

Each Conference Room has:

24 Tables

48 Chairs



Tenants may bring in additional chairs from their offices or arrange for rental at their own expense. An acceptable COI from the rental company is required before delivery. Tenants must supervise the delivery and pick up of the rental furniture. Prompt removal of all extra furniture should take place by the end of the scheduled meeting; any damage or losses that occur are the responsibility of the tenant.

Unless you have reserved both conference rooms; furniture **may not** be shared between the conference rooms. Tenants may arrange the tables and chairs as needed to accommodate their meeting requirements. Please return furniture to its standard arrangement when finished. Furniture may not be removed from either conference room, used outside, placed in the hallway, block or restrict access to any sidewalks, entrances, passageway, corridor or other areas of the Amenity Center.

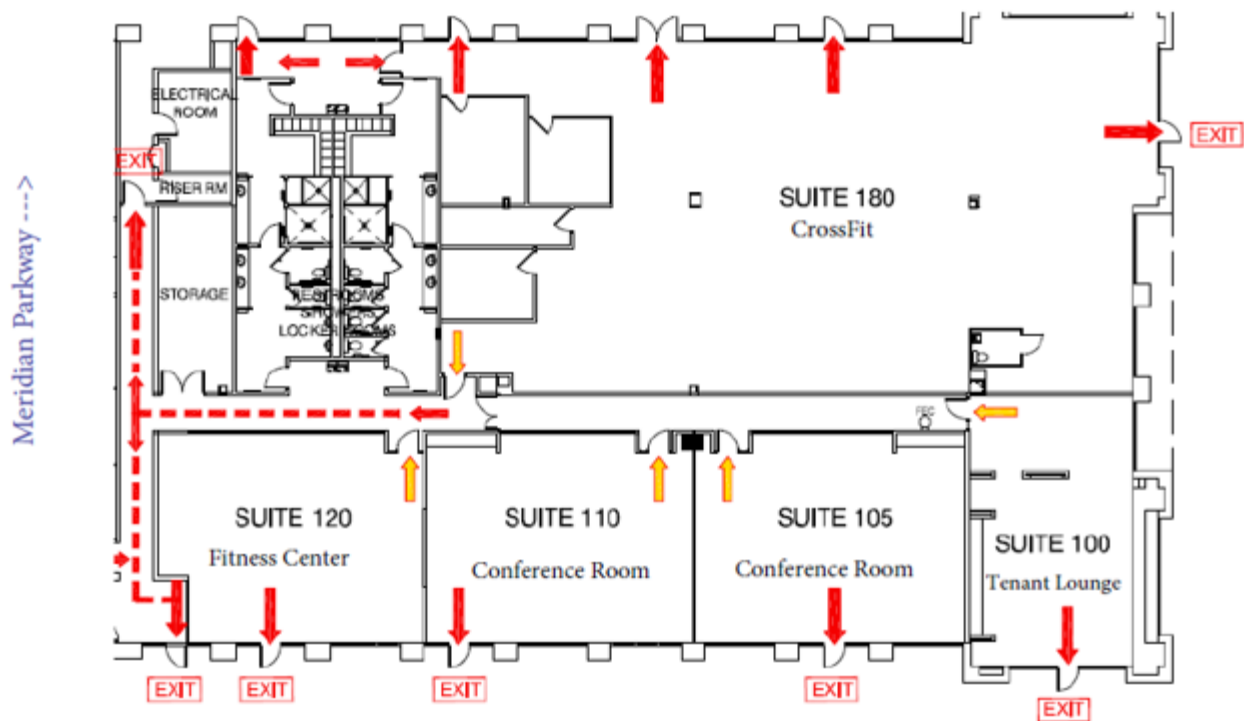
The North Carolina Fire Code requires that no more than ten (10) minutes before the start of your meeting an audible announcement is made to all occupants identifying the location of exits to be used in the event of an emergency.

The NC Fire Code Announcement below is posted in both Conference Rooms for your convenience.

REQUIRED NC FIRE CODE ANNOUNCEMENT

Per the North Carolina Fire Code Section 403.2.2 every host will make an audible announcement not more than 10 minutes prior to the start of each meeting to notify all occupants of the location of the exits to be used in the event of a fire or other emergency.

2500 Meridian Parkway Conference Rooms, Tenant Lounge & Fitness Center
Evacuation Routes



East Parking Lot & Highway 55

Food, Beverages & Caterers

You will need to provide your own food, beverages, plates and cutlery. Water Fountains are in the entryway to both the men's and women's restroom facilities which are directly across from the Fitness Center.



There are no kitchen facilities, however you or your caterers may use the Tenant Lounge for set up, however all trash and debris must be disposed of and the Tenant Lounge left in a clean and orderly condition. An approved COI is required before the Catering Company makes their delivery.

There is a standard refrigerator which may be used. Be sure and add this under the "Amenity Section" of your Reservation. Tenants are required to sign out the key from the Management Office and return the key the next business day following their use of the Conference Room. Any spills or breakage is the Tenants responsibility to clean/repair. The refrigerator is in a locked room that **MUST REMAIN LOCKED AT ALL TIMES**. The refrigerator **does not** have ice or water.

Accesso Management reserves the right to make such other rules and regulations as in its judgment may from time to time be needed for the safety, care and cleanliness of the Amenity Facility and Conference Rooms.

