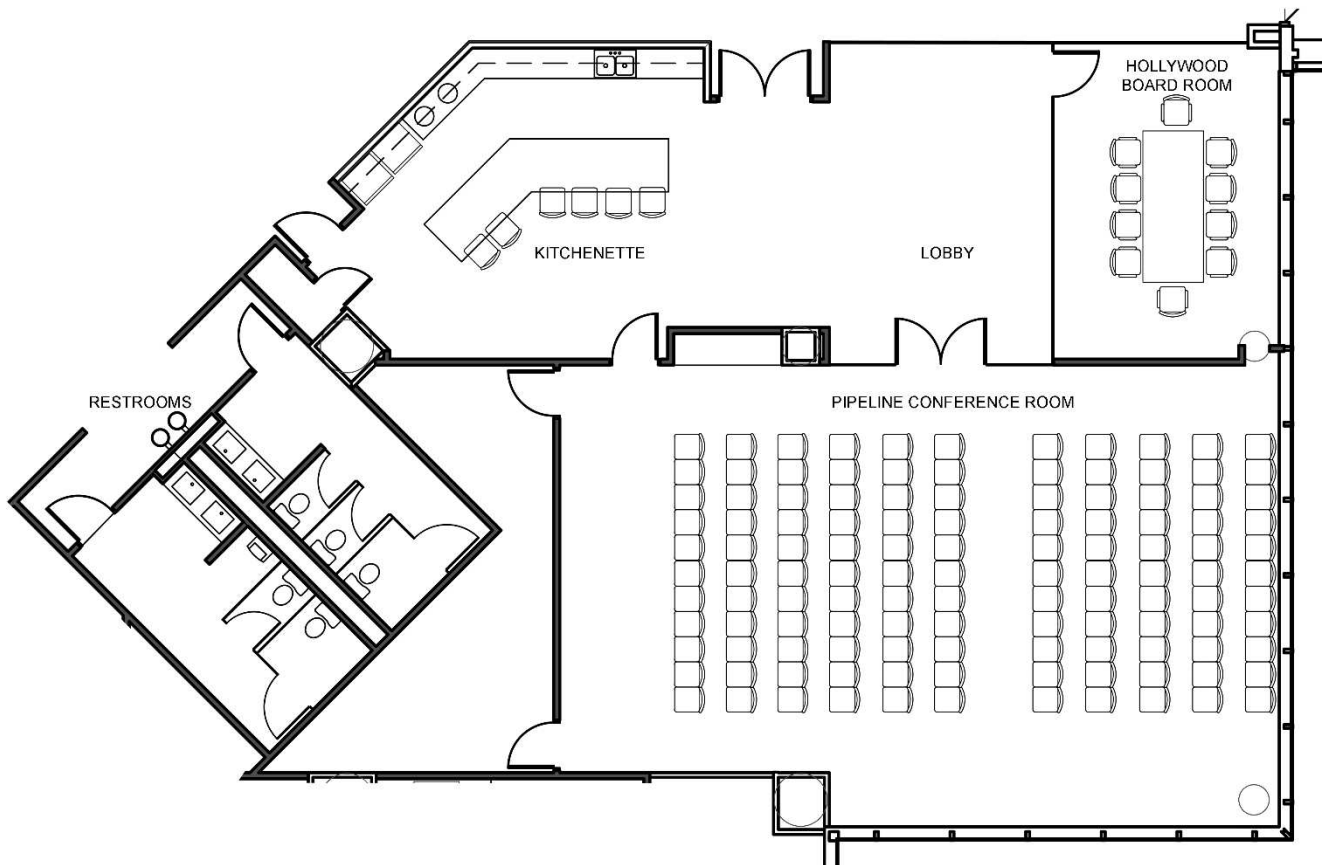


James Center Conference Center Guidelines

This document provides the guidelines for use of the James Center Conference Center.

Reservations are limited to work-related use for James Center tenants and their sponsored guests. For questions regarding these guidelines, please contact Property Management at management@thejamescenter.com.

The James Center Conference Center is located on the 2nd floor next to the skybridge and includes the Pipeline Conference Room which is a multipurpose room and the Hollywood Boardroom. Conference Center operating hours are 8:00 a.m. to 8:00 p.m., Monday through Friday except holidays.



Room Reservations

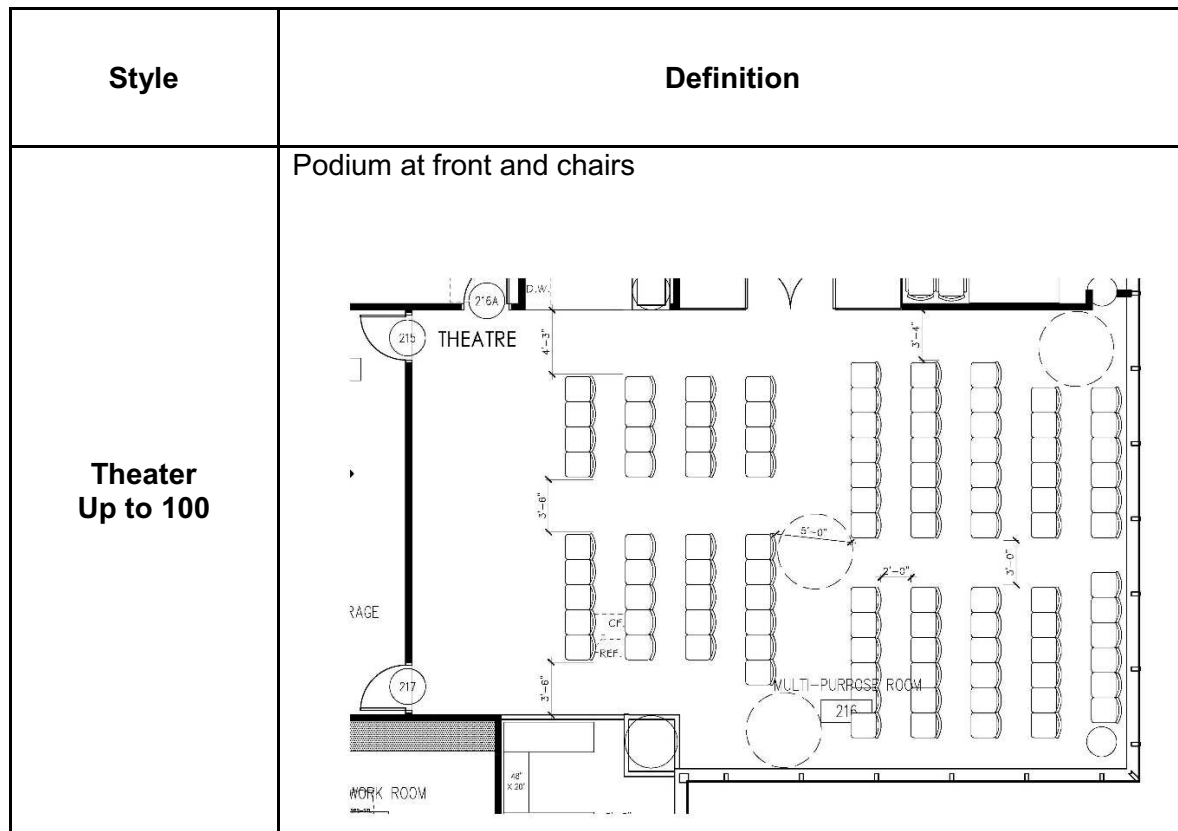
To check room availability, log onto our reservation management portal. To request a room, submit a completed reservation request through the portal.

Reservation requests must be submitted at least two (2) business days prior to the proposed meeting/event through the room reservation portal. Reservations are not “confirmed” until a confirmation e-mail is received. Rooms may be placed on “HOLD” for 24 hours only, with the room reverting to available after 24 hours. Please schedule the smallest appropriate room for your meeting.

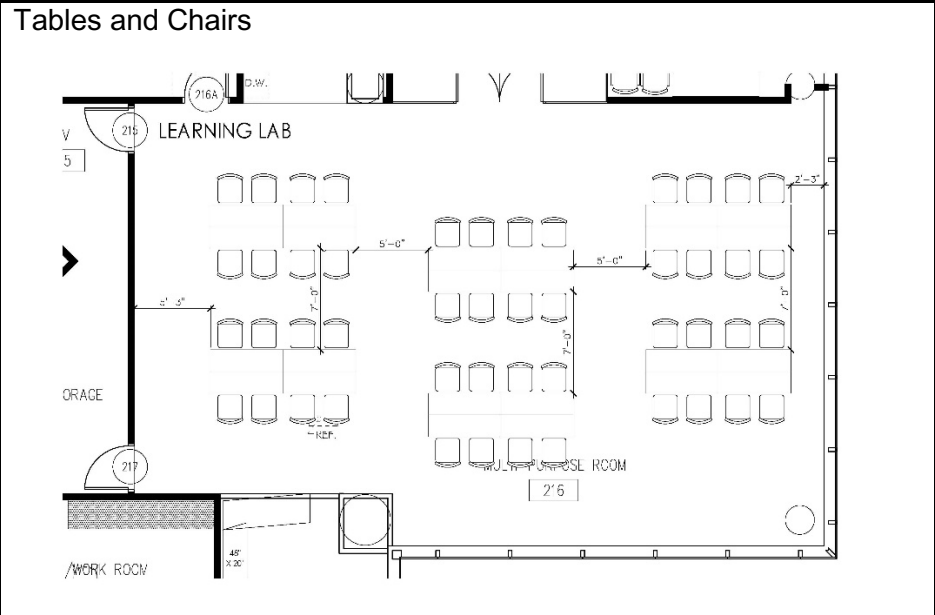
Set-up Information

The chart below reflects potential attendee numbers based on the room's maximum capacity for that set-up configuration.

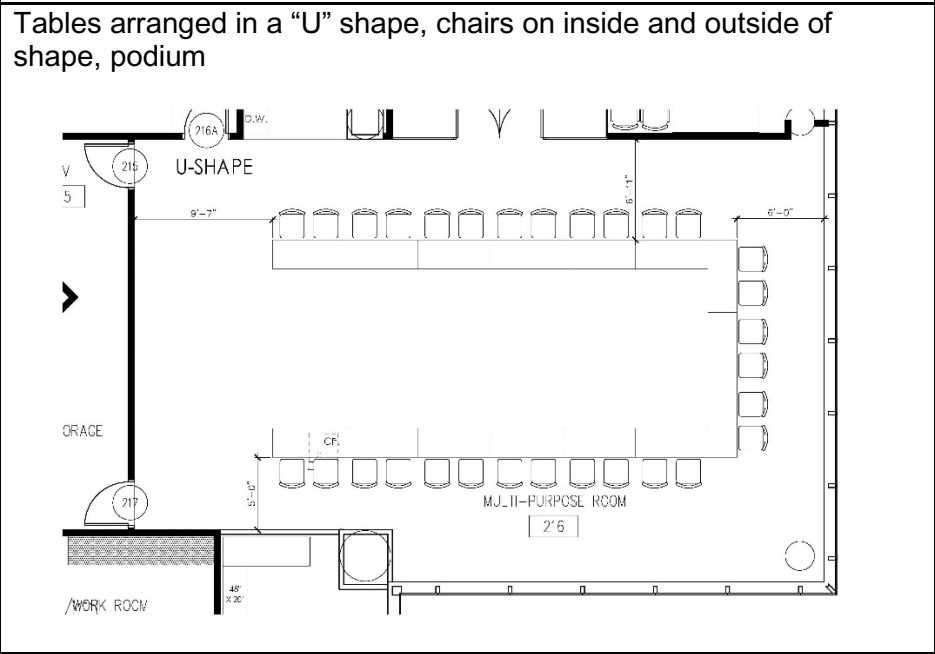
ROOM #	Size	Theater	Learning Lab	U-Shape	Classroom	Boardroom
		chairs & podium	tables & chairs	tables & chairs	tables & chairs	tables & chairs
Pipeline Conference Room	1,412 sf	100	48	30	60	36
Hollywood Boardroom	326 sf	conference table & chairs				14



**Learning Lab
48 seats**

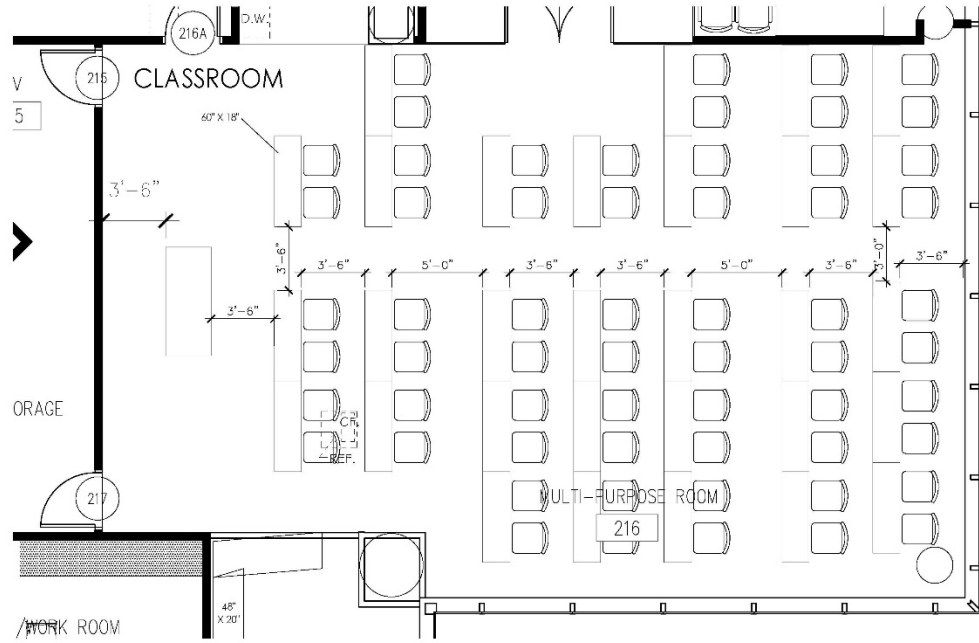


**U-Shape
30 seats**



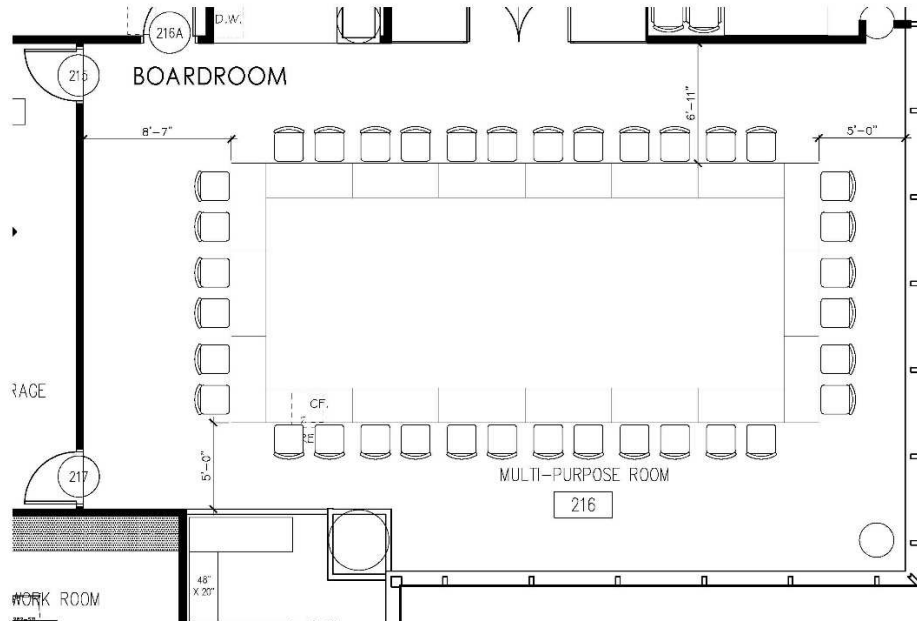
**Classroom
60 seats**

1 head table, table and chairs in rows for specified number of people, podium



**Boardroom
36 seats**

Tables arranged in a block, chairs on outside only



Policies and Procedures

Reservations:

Conference room reservations must be submitted at least two (2) business days prior to the meeting through the online reservation portal. Reservations are on a “first come, first served” basis. Conference rooms may only be booked three (3) months in advance. Reservations for conference rooms are limited to James Center employees and their sponsored guest for work-related use.

Parking:

On-site parking is limited. Meeting hosts should recommend and encourage carpooling or bus service during normal business hours for off-site attendees, if possible. Tenants should offer validation stickers for guests.

Directions to the Conference Center from the Parking Deck:

Please enter the James Center Parking Garage on South 10th Street near the corner of South 10th and Canal Streets. Once you pull a ticket, proceed to the left and go up to Level 2 of the parking Deck. On Level 2 look for the sign that says “Elevators ’ ” and use that door. Turn left and proceed across skybridge and into One James Center. The Conference Center will be the first set of double doors on the left, Suite 200.

Furniture:

Rooms will be arranged as directed per the reservation form. Tables and chairs may not be moved from room to room -they are specific for each room. Tables and/or chairs may not be set-up or moved outside of their respective rooms. To modify the setup, you must specify on the portal at least two (2) business days prior to your meeting.

Audio/Visual Equipment:

The Pipeline Conference Room has a podium and microphone available for tenant use. Each tenant should make sure someone from their office who is familiar with audio visual equipment is involved in setup when preparing for meetings.

Room Logistics:

Please begin and end your event within your scheduled meeting times. Our staff will need to prepare for the next meeting at the conclusion of your use of the room.

Decorations:

Decorations are allowed in the Conference Center but may not be hung from the ceiling, light fixtures or placed on walls.

In addition, the following are prohibited:

- Taping, pinning, nailing, or fastening any items in any manner to the walls, doors, and/or ceilings
- Confetti and glitter

All decorations must be removed immediately following the event. Please notify property management prior to your event if you feel you will need additional trash receptacles.

Damages:

Tenants are responsible for all damages incurred while using the conference rooms and will be charged accordingly (food stains on carpet, damage to chairs, tables, and walls, etc.). All damages will be reported to the property management office and a repair estimate will be submitted to the tenant. If you believe your James Center Tenant Conference Center activity and use may fall outside of normal professional and business use, please contact Property Management to get authorization prior to sending your request.

Catering/Food Service:

Outside catering is permitted. **Tenants and their caterers are responsible for cleanup and removal of all food and supplies.** Coffee brewing is allowed in the Conference Center kitchenette only.

Alcohol Use:

Tenants do not need an ABC license for events in the Conference Center if the event is **not** open to the public, meaning;

- **No money may exchange hands.**
- **Events must be private with invitations and a guest list. Access is limited.**

To recap, Tenants may not hold open parties or charge for drinks. We have a kegerator in the kitchenette. Tenant would need to provide their own keg. It will hold one (1) five (5) gallon keg or one (1) seven and three quarters (7.75) Gallon Quarter Slim Keg.

Additional Usage Charges:

The current minimum complimentary hours per James Center Tenant is five (5). Please contact the property accountant for your exact number of free hours. Once the initial complimentary allocation has been exhausted, the rooms in the Conference Center may be rented at \$100 per hour for a minimum of two (2) hours. This cost includes set up, clean up and the hourly rate of the room.