



CONFERENCE CENTER RULES AND REGULATIONS

The Conference Center at *1420 Sprng Hill Road* is located on the 1st floor off the main lobby. The conference center has a 48 person maximum.

The Conference Center is an amenity to the Building and is governed by the rules and regulations contained herein, and is subject to the Tenant's obligations under the Lease.

By submitting an online request form, Tenant agrees that:

The Tenant has read and understands these general rules and regulations for Conference Center use. Failure to abide by these regulations may result in a forfeiture of the right to any future use of the Conference Center. The responsibility falls upon the Tenant to make sure their group is aware of and abides by the Conference Center Rules and Regulations.

The Tenant accepts financial responsibility for any damage caused to the conference center and items in the room during their use.

HOURS OF USE

Monday – Friday: 8:00 AM to 5:00 PM

Saturday: Closed

Sunday: Closed

Closed all building holidays.

RESERVATIONS

Reservations must be made through [JBG SMITH Connect](#). Reservations are first-come, first-served. The Tenant is expected to have vacated the meeting room/rooftop area by the end time noted on the reservation.

USE

Access and use of the Conference Center are reserved for individuals currently employed by or meeting guests of a tenant currently leasing space at *Tysons Dulles Plaza*.

JBG SMITH reserves the right to review each Conference Center use and determine if the use falls within our use guidelines. Use of the Conference Center may be terminated at any time if the conduct of the group or any member of the group is disruptive to the Building or is in violation of the JBG SMITH Building Rules and Regulations. All activities and programs conducted on the Conference Center are subject to these general rules and regulations.

All caterers and service providers must load in and load out of the freight elevator. Loading should never occur through the main lobby entrance.

GENERAL RULES

1. The number and frequency of meetings booked by anyone Tenant will be at the discretion of JBG SMITH, based upon availability of the room. No one Tenant may monopolize the use of the Conference Center. JBG SMITH reserves the right to impose a reasonable limitation on the number of events at Tenant may hold within any one month or within any twelve months.
2. Meetings are scheduled on a first-come, first-serve basis and can only be made up to 90 days in advance. All meetings must be scheduled in 2 hour or 4-hour increments.
3. For event use, Tenants must provide personnel to set up, clean up, arrange tables, etc. JBG SMITH employees cannot assist with audiovisual equipment, carrying materials from parking areas to the meeting room, or setting up or serving refreshments.
4. JBG SMITH is not liable for items left in rooms. Please do not leave personal items unattended.
5. The Conference Center is not to be used for sleeping.
6. The Conference Center is not meant for officing and should not be used as such.
7. All users of the Conference Center are expected to act professionally and show professional courtesy to others.

ELECTRIC

Basic electricity is provided. Any above electrical service or equipment is subject to JBG SMITH approval. Extension cords shall be three-wire with ground and shall service one appliance or device. Multiplug adapters must be UL approved and have an overload internal circuit breaker.

SOUND

No amplified sound equipment shall be used to cause the volume level to travel outside the confines of the Conference Center. No activities causing excessive noise, vibrations, singing, cheering, music, musical bands, etc., will be permitted.

FURNITURE

No outside furniture may be brought into the Conference Center without prior approval from JBG SMITH.

SIGNAGE

At NO time shall any sign, poster, picture, decoration, and other attaching item be made to any wall, window, door, light fixture, ceiling, fire sprinklers, or surface in the Conference Center. No signage shall be placed on the exterior or outside of the Conference Center at any time. Memo sign holders are available for use to welcome or direct visitors to the event.

SMOKING

In consideration of our tenants' health, welfare, and morale, our buildings are smoke-free. The area included are any connecting arcades, concourses, shopping centers, and walkways. "Smoking," as used in this policy, means the use of any tobacco-based or smoke-producing or vapor-producing item, including, but not limited to, cigarettes, e-cigarettes, cigars, pipes, bidis, kreteks, and similar products.

COMMON AREA

The common areas are not allocated to a Tenant or event and are considered integral to maintaining the ingress/egress requirements necessary to facilitate overall building traffic. As a rule, exits, restrooms, phones, and other lobby specialty services, including amenities, cannot be obstructed.

CLEANING

- If food or beverages are served, the Tenant is responsible for the clean-up of all food-related items. The Tenant is responsible for removing all leftover food and placing trash in the available receptacles and any associated clean-up in the kitchen area.
- The Tenant is responsible for clean-up after use.
- JBG SMITH will not be responsible for any food or beverage left behind after the event.
- Set up and clean up must take place within the time allotted of the reservation. A cleaning fee will be charged if the room is not left in a clean and orderly condition.
- Furniture, equipment, and any supplies are provided as a courtesy and may not be moved, removed, or relocated for any reason.

ALCOHOL

The consumption and distribution of alcohol in the Conference Center are subject to state and local alcohol laws. Individuals under the age of twenty-one (21) shall not be permitted in the Conference Center if alcohol is served. Tenants are responsible for obtaining all required permits, licenses, and insurance related to the distribution and consumption of alcohol.

EXITS

For your safety, exits, entrances, air supply vents, ramps, sidewalks, hallways, stairways, elevators, escalators, and aisleways must always be kept clear. Exit signs must always be kept visible.

MEETING EQUIPMENT

The Tenant will be responsible for renting and setting up any audiovisual equipment beyond what is available in the Conference Center. The Conference Center is WiFi equipped.

JBG SMITH will assume NO liability for any equipment, Tenant owned or rented or both, and otherwise left in the Conference Center before, during, or after a Tenant event. Tenant shall ensure that all owned and rented equipment is safeguarded and accounted for against loss or theft.

Tenant shall be responsible for the delivery, acceptance of delivery, and subsequent arrangements to pick up rented equipment at the event's conclusion, including proper custody of said equipment. If the Tenant chooses to use the Conference Center's AV equipment, the Tenant shall assume responsibility for their complete return in proper working order after the event.

Depending on the security, some work computers will not be allowed to use ClickShare because it is an external drive. Please contact your IT Administrator before your meeting to ensure the application is compatible with your company's security standards.

The ClickShare drive is optimized for use for Windows and MacOS. Please be aware that complications may arise if using a different operating system such as Linux.

DAMAGES

The Tenant shall be financially responsible for all damages caused by its agents, caterers, vendors, guests, employees, and subcontractors, including but not limited to damages arising from its loss of use. Any damage caused to the property by the Tenant, including but not limited to the loss of use, shall be borne solely and entirely by the Tenant.

VACATING THE PREMISES

After the reservation, the Tenant is expected to vacate the premises promptly, allowing for a smooth transition to other tenants using the same room.

ACKNOWLEDGEMENT AND AGREEMENT

I have read, understand, and agree to abide by the above Rules and Regulations for use of the Conference Center

Tenant Name (Print)

Signature

Date
