

**MANDALAY TOWER 2**  
**CONFERENCE CENTER**  
**RULES AND REGULATIONS AGREEMENT**

This Agreement is entered into by and between \_\_\_\_\_, as Tenant, and Parmenter, "Manager" for Parma Las Colinas Towers, LLLC, as Landlord, covering the general rules and regulations for the use of a common conference center in Tower 2, 3<sup>rd</sup> floor, suite 305.

Tenant agrees to fully comply with the rules and regulations of the Conference Center, as amended from time-to-time, and with the Building Rules and Regulations attached to its lease agreement.

**I. ROOM RESERVATION & HOURS OF OPERATION:**

Provided there is a fully executed Rules and Regulations Agreement on file in the Building Management Office, the Conference Center may be reserved by completing a reservation form. The room may be reserved for a maximum of three (3) consecutive days. The reservation is guaranteed only when the completed reservation form is received and confirmed with the Management Office. The Conference Center is for the exclusive use of direct Towers 2 & 3 tenants only. No outside parties are allowed to utilize the room without the prior approval of the Building Management Office. Management reserves the right to deny reservations to any tenant or group requesting a room reservation for any reason. Conference room hours will be 7am to 6pm Monday-Friday. Please note anyone without parking access parked in the garage after 6pm will have to pay \$7.00 to exit.

**II. CANCELLATION POLICY:**

Please call **at least seven (7) full business days** to cancel any reservations.

**III. SECURITY:**

It is the responsibility of the tenant to secure the Conference Center at the end of each day by notifying building Security. Building security may be contacted by calling (972) 556-0794 or (214) 502-5800. The security office/command center is located in Tower 2, 2nd Level lobby area. Landlord will not be responsible for articles left in the Conference Center. All personal property must be removed at the conclusion of the event day.

**IV. LIABILITY:**

Tenant will be liable for any damages to the Conference Center, its furniture or equipment, or otherwise.

**V. CLEANING:**

Articles left in the Conference Center will be disposed of if not claimed immediately after the event. A \$50.00 clean up fee will be assessed for excessive room cleaning. Excessive cleaning may be determined by building management at the conclusion of the event.

**VI. SIGNAGE:**

Tenant's owned easels must be pre-approved by the Management Office prior to their placement. Tenant is responsible for the immediate removal of its signage at the end of the meeting/event.

**VII. CATERING:**

The following company has been pre-approved to cater events in the Conference Center:

Snack & Such

Alcohol and musical entertainment are strictly prohibited. Outside caterers must be pre-approved by the Building Management Office and must be fully insured. A copy of the caterer's certificate of insurance must be provided to the Building Management Office prior to the meeting. All caterers must comply with the City of Irving's fire code issues. Caterers utilizing sterno cans, or any other open flame heating device, must be permitted by the City of Irving and the permit must be present at all times during the catered event.

**VIII. SERVICES PROVIDED:**

General room clean-up is provided at no charge, unless excess cleaning charges are determined to be necessary. The room is available in either an auditorium or classroom setting. If an alternate setting is required, tenant is responsible for providing the room layout, in writing, to the Building Management Office upon the initial reservation request process. The room will not be set up as requested if said set up violates the City of Irving fire code or if the set up causes potential damage to the room. In such an event, the tenant is required to provide an alternate set up arrangement. All arrangements must be pre-approved by the Building Management Office. Tenants are requested to refrain from rearranging the room to prevent damage to the room or the furniture. The room's set-up Services provided are: a non-amplified podium/lectern, drop down projection. All other services, supplies and equipment are the responsibility of the tenant. Any last minute set up requirements will result in an extra fee to provide such services.

**IX. DECORATIONS/SIGNAGE/PRESENTATION MATERIALS:**

No decorations, signage, presentation materials, or any other type of items are allowed that would be attached to the walls, doors, ceilings, etc. in any method or manner. Refer to section IV.

**X. PARKING/DELIVERIES**

Validations for visitor parking are the responsibility of the tenant. No validations are provided with the rental of the conference center. Delivery of meeting materials should be made via the building's service elevators. Do not park in fire lanes around the property while making deliveries. Outside deliveries must be made via the building's loading dock.

**XI. HVAC HOURS:**

Air conditioning is provided from 7:00 a.m. to 6:00 p.m. Monday-Friday and from 8:00 a.m. to 1:00 p.m. Saturday. Overtime HVAC can be provided at an additional charge established by the Landlord. Should after hours overtime HVAC be required, Landlord's Request for After Hours HVAC Form must be completed and delivered to the Building's Management office. All after hours HVAC requests shall be submitted prior to 2:00 p.m. of the day of the event in order to avoid an additional administration fee. The cost of the after hours air conditioning is referenced on the After Hours HVAC Form.

**XII. MAXIMUM CONFERENCE CENTER OCCUPANCY:**

Tenants shall not exceed seventy (70) individuals in the entire conference center at any given time due to fire code regulations.

XIII. Landlord reserves the right, at any time, to deny reservations to any tenant or group who abuses room

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rules and regulations and/or building rules and regulations. **Damage resulting from abuse or misuse of the conference center will be billed to the tenant.** Landlord also reserves the right to change any of the Conference Center Rules and Regulations and the Building Rules and Regulations, including the Conference Center rental rates and fees, at any time, without prior notification to tenants.

Tenant occupies Suite \_\_\_\_\_ of Tower \_\_\_\_\_ under a lease with Landlord (or Landlord=s predecessor-in-interest). Except for the provisions in the Lease regarding the amount and payment of rent, and tenant finish build out, the terms of the Lease apply to tenant’s use and occupancy of the Conference Center, including without limitation, Tenant’s indemnity obligations.

Agreement to all foregoing terms and conditions is indicated by signature below. This agreement becomes effective only when received and approved by Landlord. **The conference center reservation shall not be effective until the Conference Center Reservation Form and this Rules and Regulations Agreement has been fully executed.** Tenant represents and warrants to Landlord that the person executing these Rules and Regulations Agreement has been duly authorized to do so.

\_\_\_\_\_  
COMPANY / TENANT NAME

Parma Las Colinas Towers, LLC  
By: Parmenter Realty & Investment Company as agent

\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE OF TENANT

By: Beth Parkhurst  
Sr. Property Manager

\_\_\_\_\_  
NAME (*PRINTED*)

\_\_\_\_\_  
(PROPERTY MANAGER’S SIGNATURE)

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
E-MAIL ADDRESS

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE