

# Fairfax Square Tenant Conference Center

## Rules of Operation – Agreement

### 1. RESERVATIONS

Reservations should be made at least 24 hours in advance and are first come, first served. Keys should be picked up from the property management office up to 1 hour before the reservation and returned within 30 minutes after the reservation has ended.

### 2. RESTROOMS

Restrooms are located on the first floor next to the Wi-Fi Lounge.

### 3. UTILITIES

FAIRFAX SQUARE, LLC shall supply limited utility services/usage for the conference center, including basic electricity and plumbing. No amplified sound equipment shall be used that would cause the volume level to travel outside the confines of the conference center.

### 4. FURNITURE

No table or counter shall be moved about or broken down at any time. Any damage to the furniture must be reported to Property Management immediately. In the event that the User requires special seating set-up arrangements, they should consult with the property management office in advance of the event.

### 5. SIGNAGE

At NO time shall any sign, poster, picture, decoration, and other attaching item be made to any wall, window, door, light fixture, ceiling, or surface in the conference center facility. No signage shall be placed on the exterior or outside of the conference center facility at any time. Memo sign holders are available for usage as to welcoming or directional signage for the event.

### 6. PARKING

Free or validated general parking shall NOT be provided for Users, contractors, vendors, clients and their respective employees in the parking structure. The User can purchase validation tickets directly from Atlantic Parking for the event (202-466-5050).

### 7. NO SMOKING

Smoking is not permitted within the conference center, the building, or within 25 feet of any building entrance.

### 8. KITCHENETTE

The User is responsible for the removal of all leftover food and for placing trash in the available receptacles as well as any associated clean up in the kitchenette. Any leftover food and trash that is in fact left behind will be removed and disposed of by the janitorial staff immediately following each event. FAIRFAX SQUARE, LLC will not be responsible for any food or beverage left behind at the conclusion of the event. All appliances and faucets should be turned off by the conference center users.

In the event that a caterer is used, a Certificate of Insurance (COI) of the caterer is to be sent to the property management office prior to the event. Property management will provide details for COI generation by the User, caterer, or any other vendor used for the event. The User should ensure that all caterers and other vendor are provided with a copy of these rules.

## 9. ALCOHOL

If the event will include third party serving alcohol, the following must be filled out and returned to the property management office prior to the event:

\_\_\_\_\_, a \_\_\_\_\_ ("Server"), executes this Agreement to acknowledge and confirm that it will be providing, serving and selling any and all alcoholic beverages served or provided during the Event, and that accordingly Server agrees to comply with all provisions of this Agreement related to the serving and provision of alcoholic beverages. These provisions specifically include, but are not limited to: (i) the requirements of Paragraph 1 concerning the Compliance with Laws regarding the sale and provision of alcoholic beverages. Server agrees that no alcoholic beverages may be sold or served at the Event unless and until Server has provided to Licensor copies of its liquor license, any required permit for the sale or provision of alcoholic beverages (as required by Paragraph 1), and proof of insurance coverage.

### 1. Compliance with Laws

Tenant agrees that it and its Invitees shall observe all ordinances, laws, regulations, or rules of any governmental body which may be applicable to Tenant or its activities, and that Tenant shall apply in its own name and on its own behalf for all necessary licenses (to include liquor license if applicable), permits, and permissions required to be obtained from all regulatory or governmental authorities necessary to hold the Event and provide copies of all such licenses, permits, etc. to Landlord at least three (3) business days prior to the commencement of public admittance to the Event except in compliance with all controlling laws and regulations. Tenant agrees that it shall not sell or permit the sale of any alcoholic beverages at the Event except in the manner permitted by law and in accordance with all requirements of this Agreement. Tenant shall ensure that alcoholic beverages are confined to the conference center. In addition, Tenant agrees to comply with all rules and regulations promulgated by Landlord to govern the Property and the complex in which the Property is located, if any. Further, if requested by Landlord, Tenant shall provide any and all security services for the Event.

Signed this the \_\_\_\_ day of \_\_\_\_\_, 2017

WITNESS FOR SERVER: \_\_\_\_\_

SERVER: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

## 10. NOISE

No activities causing excessive noise, vibrations, singing, cheering, music, musical bands, etc. will be permitted.

## 11. MEETING EQUIPMENT

The User will be responsible for the renting and setting up of any audiovisual equipment beyond what is available in the conference center. FAIRFAX SQUARE, LLC will assume NO liability for any equipment, User owned or rented or both, and otherwise left in the conference center facility prior to, during, or after an event. User shall ensure that all owned and rented equipment is safeguarded and accounted for against loss or theft. User shall be responsible for the delivery, acceptance of delivery and subsequent arrangements to pick up rented equipment at the conclusion of the event including proper custody of said equipment. In the event that the User chooses to use the conference center's click shares, the User shall assume responsibility for their complete return in proper working order at the conclusion of the event. By this Agreement the User agrees to the replacement at full value for any damaged or missing device(s) subsequent to the scheduled event.

## 12. DAMAGES

The User shall be financially responsible for any and all damages caused by its agents, employees, and subcontractors, including but not limited to damages arising from its loss of use. Any damage caused to the property by the Licensee, including but not limited to the loss of use shall be borne solely and fully by the User.

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