



Conference Room Rules & Regulations

1. Conference rooms are for the exclusive use of Coda tenants. Rooms are for meetings only and may not be used for events.
2. Rooms can be booked no further than two weeks in advance and must be booked through the Angus work order system. Rooms must be booked at least 48 hours in advance.
3. Room cancellations made within 2 business days of the reservation will result in a \$150.00 cancellation fee. Reservations that result in a no show will result in a \$150.00 fee.
4. Any changes to the standard room set-up will result in a room set up cost of \$55.00 to \$110.00.
5. Rooms are for meetings only and may not be used for events.
6. Any deficiencies or damaged equipment should be reported immediately to property management. Tenant will be liable for any damages to conference rooms, furniture, equipment, or otherwise.
7. Landlord will not be responsible for articles left in the conference rooms. All personal property must be removed at the conclusion of the reservation.
8. Tenants are responsible for disposing of all catering trash. Please contact 404-920-2500 if the provided trash receptacles are full or if you need to dispose of liquids/ice.
9. User is responsible for ensuring that room is left in the condition it was found. A clean up fee of \$55.00 will be assessed for excessive room cleaning.
10. Any charges associated with room booking, set-up and equipment use will be billed on the monthly rent statement.
11. Tenants are responsible for booking their own food & beverage providers. Caterers will not be given access to conference rooms without having the minimum building insurance requirements on file with management. No open flames or sternos are allowed in the building or conference rooms.
12. No decoration, signage or presentation materials may be attached to the walls, doors, ceilings, etc. in any method or manner. No permanent markers are allowed in conference rooms in order to prevent accidental misuse on marker boards. Flip charts and additional presentation materials are the responsibility of the tenant.

13. No signage, tables, chairs or other material can be placed or stored outside of the conference rooms.
14. Conference room doors cannot be propped open.
15. Landlord reserves the right to cancel any reservation at their discretion.
16. Landlord reserves the right to close the conference rooms at any time and from time to time without notice to Tenants.
17. Tenants must comply with all rules and regulations. Landlord reserves the right to revoke any Tenant's use of the conference rooms if such Tenant does not adhere to these rules and regulations.
18. Landlord reserves the right to change any of the conference room Rules and Regulations at any time.