



181 West Madison 5-Star Center Rules & Regulations

Welcome to the 5-Star Center on the 31st floor at 181 West Madison! We are eager to provide excellent service and assist in making your meeting a success.

Please take a moment to review the follow policies and guidelines that will contribute to the enjoyment of the center's usefulness, safety and longevity. Your support and adherence are respectfully requested.

I. 5-Star Center Use

- a. Use of the 5-Star Amenity Center is exclusive to tenants of 181 W. Madison and their guests as well as tenants of other 5-Star buildings across the country.
- b. Guests under the age of 18 must be accompanied by an adult.
- c. Access and use of the 5-Star Amenity Center is open to Tenant's employees without regard to race, sex, gender, ethnic background, or religion.
- d. Solicitation is prohibited.

II. 5-Star Lounge

- a. Cable TV is provided as a courtesy service. Greer Worthington, 5-Star Manager, or a Management team member can assist with a specific channel requests.
- b. Wireless internet is provided as a courtesy to tenants and guests. In order to provide quality wireless internet service to everyone utilizing the center, refrain from streaming or downloading large files or large amounts of data. Downloading illegal or inappropriate content is strictly prohibited and usage rights may be permanently revoked.
- c. Furniture located within the lounge may not be relocated or removed. Please do not stand on or place your feet on the furniture. Greer Worthington will be happy to assist with the furniture configuration for your scheduled meeting.
- d. Lounge is not to be used for lying down or sleeping.
- e. Coffee, water and soda is available to tenants but please limit intake to 1 beverage per day unless you are attending a seminar in the center.
- f. Dishes and silverware are available for use but please clean up after use by placing in the dishwasher.
- g. Lunch can be eaten within the lounge area when the space is available and no other tenant has either the Training Room or Boardroom reserved. Private Event signage will indicate whether or not the lounge is available. Please be cognizant of food odors when enjoying lunch and disposing of leftovers.

III. Available Rooms

- a. **Training Center** – Seats 60 people in Classroom style formation. Other table set-up options include: pods, boardroom style and square style desk arrangements. Amenities include: projector and screen for presentations, laser pointer and clicker mouse, microphone (hand held and attachable), surround sound system and speaker phone.



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- b. **Boardroom** – Seats 14. Amenities include: AV hook up for presentations, HDMI cable within the table, space for catering set up and refrigerator for beverages. (Please remember to remove meeting beverages upon departure.)

For assistance with your catering and decorative needs, please reach out to Greer Worthington at 312-407-6160 or gworthington@corporateconciierge.com.

- IV. **Room Reservations** – The 5-Star Conference Rooms are complimentary to tenants of 181 West Madison. To reserve one of the spaces, please complete an online reservation through the 181 West Madison portal on the building website. To request access to the building website, please reach out to Greer Worthington (gworthington@corporateconciierge.com) or Andrea Caruso (acaruso@mbres.com). Once logged on, click on the *Conference Center Rental* link under *Building Services* and a drop down menu will appear, providing the room reservation options. Click on the room you'd like to reserve and then double click on the date of request. Complete the form and provide as many details possible at the time of booking so we can better assist with your request. Greer or Andrea will approve your request and follow up with any additional questions they may have to assure a successful meeting. If your request cannot be accommodated for any reason, they will provide alternative solutions/suggestions for your meeting.
- V. **Hours of Operation** – The 5-Star Center Lounge is open to tenants Monday – Friday from 8:00 a.m. – 5 p.m. so long as the Training Room or Boardroom are not reserved. The Boardroom and Training Center can be used after business hours but an HVAC charge of \$150/hour will apply (\$300/hr. on holidays). The Management Team and 5-Star Manager are in the office Monday through Friday to assist with any rental requests/needs from 8:30 a.m. to 5 p.m.
- VI. **Cancellations** – For event cancellations, please notify management 24 hour in advance of your event. Cancellations that are not received 24 hours prior to the event will be subject to a \$100 cancellation fee.
- VII. **Security** - Building will not be responsible for articles left in the 5-Star Center. All personal property must be removed at the conclusion of the event. For events including visitors who are not tenants of 181 W. Madison, please provide a list of guests 24 hours prior to event.
- VIII. **Liability** – Tenant is responsible for any damage to room and/or equipment, and for the return of all equipment provided. All indemnification, insurance, limitations on a liability, and waiver subrogation provisions set forth in Tenant's lease shall be applicable to both the event and Tenant's use of the conference facilities, as if the same was a portion of Tenant's leased premises.



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- IX. Additional Insurance** – Owner may require different or additional insurance, depending on the nature of the use and if alcohol will be present. All vendors are required to provide a Certificate of Insurance based on the 181 West Madison Insurance Requirements.
- X. Electronic Devices** - Cell phones and wireless devices are permitted with the use of headphones when applicable. Please refrain from loud conversations, music, and prolonged calls that may be intrusive to the atmosphere and desirable environment. i-Pads are available for use within the 5-Star Center. Please see Greer Worthington to reserve one.
- XI. Food and Beverage** – Light snacks and beverages are provided as courtesy service as part of the 5-Star Lounge. Meetings over five people will require catered beverage service which can be arranged with the 5-Star Manager. Food and Beverage can be catered through a vendor of your choice. The 5-Star Manager will be happy to assist with catering recommendations, ordering, and set-up. Food and Beverage must remain in the 5-Star Center and is not to be take into common corridors.

For the safety of all guests, the 5-Star Center strictly adheres to local and federal laws and regulations regarding the serving of alcoholic beverages. Alcoholic beverages cannot be served, consumed, or sold to anyone under the age of 21.

- XII.** Landlord Reserves the right, at any time, to deny reservations to any tenant or group who abuse the room rules and regulations. Damage resulting from abuse or misuse of the 5-Star Center will be billed to the tenant. Landlord reserves the right to cancel any reservation or change room assignments as circumstances may dictate.
- XIII.** Landlord reserves the right to add or modify any of the 5-Star Center Rules and Regulations at any time.

Name

Date

Company

Signature