



Airline Towers

Conference Room Rules & Procedures

Below are the rules and procedures that are to be followed at all times when reserving the conference rooms here at Airline Towers. Please be respectful of your fellow tenants needs and schedules when using the conference rooms. These are shared spaces and we want them to be an asset to all of our tenants. We will deny further use of the conference rooms to anyone that violates the rules and procedures listed below.

- Conference rooms must be booked in advance using the online scheduling application by tenants only. Do not assume that because the conference room is empty it is free for you to use. Whoever has the room booked may just be running late and you run the risk of being asked to leave. If you need to cancel your booking, please do it immediately so that someone else can reserve the room.
- There is no limit to the number of times a conference room can be booked by a group or individual. However, if such reservations prevent others from using the conference room, we will make scheduling adjustments to encourage use among as many of our tenants as possible. Do not set up recurring reservations for the conference rooms. You need to reserve each appointment separately once everyone has confirmed that they can attend. Our intention is not to restrict the use of the conference rooms or charge for use, but we will set limitations if it becomes necessary.
- Use of conference rooms must not disrupt the other tenants in the office. Please be cognizant of the other tenants working in their offices near the conference room. Please keep the noise level down while in the conference rooms and especially when outside of the conference room, in the hallways and common areas.
- Conference rooms must be left in a clean and orderly condition. Businesses holding meetings in the conference rooms assume all responsibility for damage to the equipment and furniture during their meetings. The business accepts responsibility when submitting the electronic reservation request for use of the room. We will not be responsible for materials, equipment or other personal belongings left in the conference rooms. Please place all furniture back in its original position and remove all trash, food and drinks from the room. If any food or drink was discarded in the trash can, you are responsible for removing the trash when your reservation is over. The room should be tidy and presentable before you leave.
- Always stick to the schedule! Your meeting must start and end at the scheduled time so that the next reservation can do the same. Please take into consideration the time it will take for you to set up and return the conference room to its original condition when booking your reservation.
- No signs, banners or flyers may be attached to the walls, ceiling, or any piece of furniture in the conference room.
- Be thoughtful and accommodating to your fellow tenants. You might look at the schedule and see that the largest conference table with all the bells and whistles is open, but you might not need that much room for your meeting. Please schedule the rooms according to your needs and with the other tenants needs in mind.

Thank you for being a part of the great group we have here at Airline Towers! We hope that everyone is able to benefit from the technology and amenities that are offered here. If at any time you have any questions or concerns, please address them with management.