

## **THE PARK- HUNTERSVILLE CONFERENCE CENTER** **RULES AND REGULATIONS**

The Park's Conference Center is located in the park leasing and property management office on the third floor of the Kemp Building. The center offers enhanced conferencing and e-conferencing capabilities to all current Bank of America, N.A., as Trustee, Tenants ("Tenants"). Conference rooms within the center are available on a first-come, first-serve, reservation basis. Below is information about the facility, fees and guidelines for its use.

### **AVAILABILITY AND RESERVATIONS**

Both the large and small conference rooms are available, individually and collectively, Monday through Friday from 8:00 A.M. – 5:00 P.M., with the exception of holidays as determined and published by the property manager.

- ◆ Tenants may use the conference center for any appropriate purpose, subject to the discretion of the property manager.
- ◆ Tenants may use the Conference Facility free of charge one time per month for a maximum of twelve times annually without rental fees.
- ◆ **For use in excess of one time per month the charges will be as follows:**
  - **The large conference room is available for a fee of \$150.00 for full day use or \$75 for half-day usage and seats a maximum of 25 people.**
  - **The small conference room is available for a fee of \$75.00 and seats a maximum of 12 people.**
- ◆ Reservations may be made up to one year in advance. The property manager will advise users of the fee upon reservation request and will send an invoice when applicable.

### **AVAILABLE EQUIPMENT**

- ◆ Large conference room audio/video equipment package:
  - Rear projection screen with high intensity projector for slide shows, computer-generated visuals, VHS or DVD video presentations, and cable (or satellite) telecommunications with audio interface.
  - Audio conferencing system with Panasonic sound system and automatic microphones.
  - Wireless color touch panel control system allows users to efficiently control all A/V systems from one hand held control point.
  - Computer/internet connections at head of table locations in addition to wireless internet. Users must provide laptop computers and are responsible for verifying compatibility of conference center equipment prior to reservation date.
  - Electronic controlled black out screen.
- ◆ Additional equipment and supplies available:

○ Easel with paper flip-pad and markers	\$20
○ Easel, white-board and markers	\$20
○ Additional paper-flip pad	\$10
○ Additional easel	\$10
- ◆ Users must provide pens, pencils, pads, paper and other items needed but not listed above.

### **TELEPHONES**

- ◆ One private room is available for all conference center users.
- ◆ Local calls are free: long distance calls must be charged to user's credit card.
- ◆ Users must not burden property management with incoming calls. **No audible devices or cellular phone conversations are allowed within the reception area.**

### FOOD AND BEVERAGES

- ◆ The property manager's coffee maker is available to users, along with a 12-cup insulated carafe. **One (1) pot of coffee is complimentary and each additional coffee is \$1.00 per pot.**
- ◆ Users are responsible for furnishing all other desired beverages, along with cups, napkins and utensils. Ice is available in limited quantity.
- ◆ No alcoholic beverages are permitted at any time, for any purpose.
- ◆ Users may select from a list of approved caterers. Written approval from the property manager must be secured in advance of the user's event should a user select a caterer not listed below:

#### **Family Catering Service**

Gary and Icilda Nelson  
704-992-1755 (Office)  
704-641-9629 (Mobile)

#### **Atlanta Bread Company**

Sandy Harris  
704-987-8190

#### **Caffe Dilworth Creations**

Crystal Provance  
704-904-0146

#### **Betty's Bistro & Bakery**

Linda Richardson  
704-533-2475  
[www.bettysbistro.com](http://www.bettysbistro.com)

### CLEAN-UP

- ◆ Users are responsible for cleaning the room(s) they use including the kitchen. **Users shall return all spaces in the condition in which they were found.** A \$50 cleaning fee will be charged to the user if the conference center is not returned in a clean, usable condition. Arrangements may be made in advance through the property management office if cleaning service is desired.

### GENERAL RULES

- ◆ Smoking is not permitted within the Kemp Building or at the front entrance to the building. Exterior ash urns are located at both first floor side entrances and the rear entrance.
- ◆ **The conference center doors are to be closed at all times to minimize noise in the reception area.**
- ◆ **Conference center users agree that the reception area will not be used for breaks.**
- ◆ Users will protect the conference tables from scratches beyond normal wear and tear. Use of memo/steno pads for note taking is required. Briefcases and/or objects with sharp edges are not to be placed on conference tables.
- ◆ The property manager, in its sole discretion, shall determine fault in the event of damage. Users agree to be fully responsible for all repairs deemed necessary, including, but not limited to the conference center, reception space and associated finishes, furniture and furnishings, as well as electronic audio visual and audio conferencing equipment and controls.

Thank you for your cooperation with these rules and regulations. The use of the conference center is a privilege and the property manager reserves the right to revoke that privilege at any time. Property manager reserves the right, in its sole discretion, to revise and/or amend the Kemp Building conference center rules and regulations at any time.

Please be considerate of the fact that the Leasing and Property Management Office is conducting business. We appreciate your assistance in keeping your noise to a minimum.