



1. **Reservation(s)**: The conference facilities are available on a first-come, first-served basis. Tenant(s)\* must submit reservation(s) through the Angus Workorder system (see instructions for [Making a Reservation](#)). Property Management will send a reservation confirmation via email to the Tenant within one (1) business day of the request.  
\*NOTE: Tenant is responsible for selecting one (1) individual to act as administrator for access to the Angus Workorder system
2. **Rental Fee(s)**: Conference facility rental rates and associated fees will be billed directly to the Tenant Account (See [Conference Room Details](#) for specific rates). Unpaid charges may negatively affect future reservation privileges.
3. **Access**: Conference facility entry/exit doors will remain accessible to tenants & their guests during the reservation time slot. The Tenant may request for Property Management to secure/lock doors for small events. In this case, the Tenant will be responsible for providing access to their guests during the reservation time slot.
4. **Tenant Guests**: The reservation coordinator is responsible for providing their guests with directions and access to any/all conference facilities. Property Management will not be responsible for escorting or granting access to guests.
5. **Parking**: Parking is not included with the conference facility reservation.
6. **Catering**: Catering services are not included with the conference facility reservation, including but not limited to food, drinks, plates, cutlery, etc. Any of the facilities equipped with a catering space (i.e. Marquis Two Lower Lobby A, Tower 225) will be provided “as-is”, with the tenant bearing responsibility for providing the additional items needed (including those previously mentioned). Please refer to the [Conference Room Details](#) for more information regarding what may be included within a facility’s catering space.
7. **Supplies**: Office supplies are not included with the conference facility reservation. The Tenant is responsible for providing all necessary materials, including but not limited to paper, writing utensils, printers, extension cords, etc.



8. **Vendors:** All outside vendors that may be providing a service(s) during the conference facility reservation period must be approved and cleared in advance with Property Management. These vendors will be required to provide a compliant Certificate of Insurance prior to coming on site. A sample Certificate of Insurance will be provided to the Tenant by Property Management. The Tenant is responsible for providing the sample and securing the Certificate of Insurance from the vendor.
9. **Large Equipment, Supplies or Deliveries:** Large equipment, supplies, or deliveries that are being used during the conference facility reservation must be delivered via the loading dock service elevator(s) within two (2) hours of the scheduled reservation start time. Removal of these items must be complete within two (2) hours after the reservation scheduled completion time. Boxes, metal carts, etc. may not be transported through the main building lobbies.
10. **Recycling:** The Tenant and attendees shall uphold the Single Stream Recycling process when discarding trash/waste in the conference facilities and catering areas (where applicable). All recyclable items should be discarded in the trash cans with clear trash liners; wet trash and food should be discarded in the trash cans with black trash liners.
11. **HVAC:** HVAC services are included, free of charge, with all conference facility reservations taking place during regular operating hours. Reservations taking place outside of regular operating hours will be assessed an additional, after-hours HVAC fee of \$60/hour.
12. **Conduct:** The Tenant and attendees agree to conduct themselves in a professional manner when using the conference facilities in order not to cause any disturbances which would interfere with the enjoyment and effective use of the building by other tenants and guests. Volume should be kept at a reasonable level within the facility and surrounding common areas. The Tenant agrees to abide by all parameters set forth by Property Management. Property Management reserves the right to terminate the reservation and cancel all future rights for use of the conference facilities should the tenant fail to abide by the terms and conditions set forth as part of the Conference Facility Rules & Regulations.



13. **Damages:** The Tenant is responsible for the belongings of all personnel using the conference facility during the reservation period. Property Management (“Owner and Manager”) is not responsible for damaged, lost or stolen items or any other personal articles within the conference facility during the reservation period. The Tenant agrees to waive any claim for loss or damage of personal property while using the conference facility. The adhering, taping, hanging, etc. of any items on the walls or ceilings within the conference facilities is not permitted. The Tenant assumes liability for any/all damages that may occur within the conference facility during the reservation period and will be billed accordingly, where applicable.
14. ***Peachtree Center is a non-smoking facility. There shall be No Smoking allowed in any part of the conference facilities by any person(s).***
15. **Facility Configurations:** The furnishings within each conference facility may be reconfigured as needed during the reservation period.\* All furnishings, including but not limited to tables and chairs, must be returned to their original configurations and other items to their proper storage locations upon the completion of the reservation period. Property Management is not responsible for these services.  
\*NOTE: The conference tables in Marquis Two (Lower Lobby – A) are connected and may NOT be reconfigured by tenants. Requests for table reconfiguration must be made through the Angus Workorder system at least 24 hours in advance of the scheduled meeting.
16. Property Management reserves the right to amend or add to these rules and regulations as they deem necessary for the proper management of all conference facilities without written notice to the Tenant, provided these changes are posted within the conference facilities as well.
17. Property Managements decisions on any/all issues relating to the conference facilities shall be considered final.



***Note: Rules & Regulations are subject to change.***

***I have read and agree to these conference facility rules***

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Company (Tenant) \_\_\_\_\_

Date \_\_\_\_\_

Please email a signed copy of the Rules & Regulations to your Assistant Property Manager immediately upon submitting your reservation request. Thank you.