



600 MASSACHUSETTS AVENUE I STREET CONFERENCING CENTER

Rules & Regulations

Thank you in advance for adhering to the following guidelines when enjoying the I Street Conferencing Center at 600 Massachusetts Avenue:

Cleaning & Trash Removal

Each group must clean the Conferencing Center at the end of their reservation. This includes but is not limited to removing all trash or debris, wiping up spills, removing paper, pens, and other items used for your event, leaving chairs, tables, and other furniture as you found them, rinsing out the sink, and removing all food. A cleaning crew will perform duties requiring specific supplies or equipment, such as vacuuming and sanitizing surfaces, but standard cleaning is the responsibility of the group using the Conferencing Center.

No trash may be left on the floors, pantry area, small conference room, restrooms, in the sinks, or in any other area of the Premises after your event. Please contact Property Management for waste disposal.

No Open Flame

Absolutely no open flames on site due to fire code regulations including Sterno food heaters – please use electric warmers instead. Additionally, no kerosene, gasoline, flammable or combustible fluid or material is permitted in the Conferencing Center.

No Smoking or Vaping inside the Building

This includes smoking or vaping in restrooms, hallways, entryways, pantry area, storage areas, the Conferencing Center, or within any part of the Premises.

Licensing and Permits, if required, is the obligation of the user

If your event requires licensing or permits for any reason, such as selling a speaker's resources, serving alcohol, using copyrighted materials, or any other reason, it is your responsibility to determine the need for and acquire appropriate documentation. It is the understanding of 600 Massachusetts Avenue Property Management that your group has obtained needed permits or licenses prior to reserving the I Street Conferencing Center. Property Management is not responsible for failure to obtain legally required documentation or any resulting consequences.

Insurance Requirements

Each reservation request must be accompanied by a Certificate of Insurance for your organization or the sponsoring organization for your group's event. Any contracted party involved with your event must submit a valid Certificate of Insurance. Please see the License Agreement for details, including required indemnifications.

Intended for Public Use

The I Street Conferencing Center was designed as a resource for tenants and the local community for meetings, award ceremonies, cultural events, conferences, and events geared toward the public. Potential uses of the Conferencing Center are subject to Property Management approval and must be considered a public event which benefits the community for approval to be granted. Reservation requests are processed as received. It is recommended to give advance notice of one year or more whenever possible.

Security, Media, and VIPs

Please notify Property Management of a possible need for Security or the potential presence of the press or media when making your reservation or notify Property Management as soon as you become aware.

600 Massachusetts Avenue Security must be present anytime the press, media, or a VIP is in attendance, and will be provided in other circumstances where the organization sees the need for Security to be present. A reasonable fee will be incurred by the organization making the reservation to cover the costs of scheduling additional Security Officers.

Invoicing and Payment for Direct Costs

Direct usage costs cover cleaning and trash removal, moving services, security access control, and HVAC services and, if applicable, repair of any damages incurred during your event. When a reservation request is received an estimate of anticipated direct costs will be provided. All estimates are subject to change based on the number of attendees, the amount of time needed to clean the Conferencing Center, weather and damages. Please be aware some services have a minimum fee. Large groups of 50 people or more incur a fee for restocking of toiletries, replacement of trash bags, and any cleaning needs that may arise during your scheduled event.

An invoice detailing each line item will be sent following your event. Please approve and return the invoice within five (5) business days of the invoice date. Implied approval will be assumed in the case of a failure to approve or deny this invoice within five (5) business days, as the electronic signature on each reservation request serves as legal acknowledgement of the costs associated with use of the Conferencing Center.

No Weapons of Any Kind Permitted

No Animals Except Service Animals

No birds, fish or animals of any kind shall be brought into or kept on the premises except for service animals assisting individuals with disabilities.

No Alcohol without Prior Authorization

No alcohol is permitted in the I Street Conferencing Center without prior approval by Property Management. Please see your License Agreement for further details.

Noise

Please keep noise to a minimum to respect our neighbors. 600 Massachusetts Avenue is in close proximity to both residential and commercial neighbors. Please be respectful of neighbors, building tenants and visitors by keeping music, speakers, television volume and other noises to a volume that will not be heard outside of the Conferencing Center. This includes noises produced by groups on the street before or after an event; no loitering outside 600 Massachusetts Avenue is permitted.

Loading Dock Use & Protection of Finishes

Movement in or out of the property involving furniture, office equipment, or other bulky material which requires the use of elevators, stairways, property entrances or lobbies is restricted to reasonable hours established by Property Management. Any and all moves of this type will be conducted under Property Management supervision, and will be restricted to the Service Elevator. Arrangements will be made with Property Management regarding the time, method, and logistics of any movement. The tenant assumes all risk of damage and will pay the cost of repair along with compensation for damage to the articles moved, the premises, and resulting injury to persons, property or the public. Property Management is not at fault or liable for any damages resulting from any such activity.

The Service Elevator is located at the western end of the loading dock. The Service Elevator will be reserved only with prior notice to the Property Management Office. Unloading cannot exceed the twenty (20) minute parking limit in the loading dock or require more than one Service Elevator.

Furniture, Fixtures & Equipment Use and Responsibilities

600 Massachusetts Avenue offers quality technology equipment and conferencing furniture to enhance your event.

Please indicate specific furniture and equipment needs on your reservation as these items will be set up before you arrive. Property Management is unable to accommodate last minute requests or changes to furniture or equipment specifications. All furniture, fixtures, and equipment must be left in "like new" condition at the end of your event, with all parts and pieces intact. Users will be invoiced for the cost of repairing or replacing lost or damaged items.

Audio & Visual Equipment

Set-up

A/V and digital equipment instructions will be sent to you by Property Management. Please indicate your specific technology needs on your reservation so the Conferencing Center will be set up before your arrival. Unfortunately, we are unable to accommodate last minute requests or changes to furniture or equipment specifications.

Use

A/V equipment and digital technologies may only be utilized for their intended purposes. Only Property Management is authorized to investigate and resolve issues of digital and electronic A/V equipment malfunction. In the event an issue with the equipment arises during your event, promptly contact (202) 734-6000.

Air Conditioning

Under no circumstances will unauthorized individuals tamper with or attempt to adjust temperature control thermostats. Property Management adjusts thermostats as necessary. The use of personal electric space heaters is prohibited.

Pantry

Cooking is not allowed. Refreshments served at events in the I Street Conferencing Center cannot produce fumes or unreasonable odor. Please refrain from depositing foreign substances into plumbing fixtures in the pantry or restrooms. They are to be used only for their designated purposes. The cost to repair or replace any damage to plumbing fixtures resulting from intentional misuse will be the sole responsibility of the organization or individual in whose name the conferencing center was reserved.

Signage & Soliciting

Temporary signage of any kind is not permitted at 600 Massachusetts Avenue. Event attendees can follow the permanent building signage directing them to the "I Street Conferencing Center" from the building lobby. The use of tape, other adhesive materials, or other methods used to affix signs to walls, windows, or other surfaces is prohibited. Easel-mounted or other free-standing signs are allowed within the Conferencing Center but not in lobbies or hallways. Canvassing, peddling, soliciting, and distribution of handbills are prohibited. Conferencing Center users and their attendees agree they will refrain from these activities.

Maximum Occupancy Capacity & Large Group Considerations

Maximum occupancy per Washington, DC fire code regulations is 203 persons for the I Street Conferencing Center.

Users will be responsible for upholding this maximum occupancy and for prohibiting entry of additional persons if maximum occupancy is reached. Users violating the maximum occupancy regulation will be fined. A member of the 600 Massachusetts Avenue Housekeeping Staff is required for events with more than 50 attendees. Housekeeping maintains the ongoing cleanliness of restrooms, changes trash bins to

prevent trash overflow, and other housekeeping needs that accompany larger events. Users will be charged an hourly rate for Housekeeping Staff needed to cover their event.

Photography & Media

Photography and videography is only permitted within the I Street Conferencing Center. Photography and videography is strictly prohibited 24/7 in the lobbies, hallways, entryways, or other areas of the premises in order to respect the privacy of tenants and visitors.

Assistance at Lobby Desk

Should assistance be needed for any reason before, during, or after your event, please contact the Security Officer at the 600 Massachusetts Avenue Lobby Desk. The Lobby Desk Security Officer will assist with questions, comments, or concerns.

Subject to Change

Property Management reserves the right to rescind any of these rules and regulations and to make future rules and regulations required for the safety, protection, and maintenance of the property; the operation and preservation of good order thereof; and the protection and comfort of the tenants, their employees and visitors, and members of the community using the Conferencing Center. The introduction of new 600 Mass Ave rules and regulations will be announced via written notice to each tenant and are binding as if originally included herein. All rules and regulations and amendments will be uniformly applied and fully enforced.