

SAYRE INCUBATOR, INC. - d/b/a – THE ENTERPRISE CENTER **CONFERENCE ROOM RULES AND REGULATIONS**

These Conference Room Rules and Regulations (“Conference Rules”) shall apply to all tenants, and outside users of The Enterprise Center (“TEC”), for the use of 'TEC's' conference room facilities located at 703 S. Elmer Ave., Sayre, PA 18840.

1. Subject to availability, Tenants will have access to conference/class room/court yard and other common areas within 'TEC' on a 7:00 am to 9:00 pm basis. All requests **MUST** be in writing, (using the 'Conference Room Booking Form'), and must include the number of people expected to attend contact person, whether or not there will be food service, and any special equipment or services required.
2. Conference/Class room/Court Yard reservations are made on the following basis: Tenants have first rights to reserve a conference/class room/court yard, with as much advance notice as possible. Reservations will be on a first come, first serve basis. All requests must include all information requested in #1. above, as well as a \$25 non-refundable housekeeping fee; per room, per day. (Rates for all other is attached).
3. Management reserves the right to change the location, use and time of use of any conference/meeting room at any time. Management may cancel any meeting with a minimum of 24 hour notice.
4. All parties wishing to borrow, and or rent any audio-visual equipment should make the request for such equipment at the time the conference/class room is reserved; every attempt will be made to honor such requests. Each individual party will be responsible for replacement of such equipment should the equipment become lost, damaged or stolen. **NO EQUIPMENT LEAVES THE BUILDING.**
5. Any requests for copies, secretarial work, postage, etc., will be charged to the requesting party at the rates applicable for the job being done. We are not available to do things on an “instant” basis.
6. Tenants are responsible for using all common areas, including conference/class rooms/court yard, appropriately and in accordance with “TEC” policies and procedures. Tenants must set-up all conference, class room, court yard on their own, for their own use. Following use of conference/class room/court yard or other space within the “TEC” facility, tenants shall ensure that the space is in the same clean and set-up condition as prior to the tenant's use. Tenants **MUST** take care of or dispose of all left-over food, and remove garbage to dumpster, immediately>>Using Maintenance Check off List.
7. Alcoholic beverages are not permitted within “TEC” facility, without prior written approval from the “TEC” Manager.
8. “TEC” facility is a non-smoking building; Please follow guidelines as outlined on the posted 'Clean Indoor Air Act', 2008. Smoking or carrying a lit tobacco product is prohibited within “TEC” facility, and within twenty(20) feet from any entrance to “TEC”. Designated smoking at rear, Dock.
9. “TEC” reserves the right to make such other rules and regulations as in its judgment may from time to time be needed for the safety, care and cleanliness of “TEC” facility, and other reasons by “TEC”.
10. The kitchen area, contained within the “Business Development Center” is for the use of prescheduled events, **ONLY!** It is not to be used for storage of Personal items.