



# MPM Center Conference Room Booking Terms/Conditions

## Conference Room Use

The conference room located in Suite 205 (formerly in Suite 102) of the MPM Center is provided for scheduled use by MPM Center tenants and non-tenant guests as a service offered by Manitowoc Property Management (hereafter referred to as “MPM”). All users of this room including tenants, guests of tenants, and all users (hereafter referred to as “User”) shall adhere to the rules in this section. The following rules and guidelines apply to all uses of this room:

1. The conference room is only for approved uses by MPM. Uses approved by MPM include regular meetings, non-regular meetings, training, presentations, interviews, conferences, and other specific uses approved by Landlord prior to scheduling.
2. Scheduling use of the conference room grants User the exclusive use of the conference room during the scheduled time. No other tenants, guests, or MPM personnel may enter during scheduled use by User unless expressly permitted. MPM's authorized personnel may enter without permission during scheduled use only in the case of an emergency or other time-sensitive situation requiring access to the room.
3. Users must schedule at least 1 hour in advance for any use of the conference room. Scheduling may be done in person at the MPM Center reception desk, online at <https://www.manitowocpm.com/booking>, or by sending an email to [info@manitowocpm.com](mailto:info@manitowocpm.com).
4. Use of the conference room for events open to the public such as conferences, educational training, and other similar uses must be expressly approved by MPM at the time of scheduling.
5. The conference room is typically available for scheduling during the hours of 9 a.m. to 5 p.m., Monday through Friday (excluding holidays), but may be scheduled outside of these hours with approval by MPM.

6. When scheduling use of the conference room, User must disclose the general purpose for use, time, date, and amount of attendees.
7. User is responsible for all guests, employees, and attendees during conference room scheduled usage. User will be responsible for any damage to MPM's property, structure, furniture, equipment, devices, or conference room network as a result of purposeful or negligent misuse of any items listed and/or within the conference room.
8. MPM reserves the right to limit use of the conference room to ensure proportional usage of the conference room is achieved based on need. Pricing and fees are subject to change at MPM's discretion.
9. Pricing of conference room booking will vary based on time and number of attendees.
10. User will only have access to conference room during scheduled times of use. MPM may, at their discretion, allow access outside of scheduled use.
11. Complimentary coffee, tea, water, beverages and other miscellaneous items for beverages are provided by MPM during scheduled use of conference room by User and their guests. Any appliances must be operated as instructed by MPM and posted signage. Additional rules and instructions may be posted near supplies and appliances.
12. TVs, projectors, internet, and other devices must only be used for their intended use and uses approved by MPM only. Usage of the conference room or guest networks must conform to rules posted in conference room or on material provided to User when scheduling the use of conference room. User must abide by these rules to use these devices and network. MPM reserves the right to revoke use and access to conference room network or devices.
13. Complimentary printing is available for use by User in the conference room during scheduled use. MPM reserves the right to limit usage of printer. Printer usage limits will be posted on or by printer and usage beyond posted limits will be charged back to User based on current pricing of paper and ink.
14. Bulletin boards may be available for Users to post approved content such as flyers, business cards, newsletters, and any items with prior approval by MPM.
15. The manner of which User may access the conference room will be provided after scheduling. This may be done so via limited/temporarily usable biometrics, pass code, e-key, or direct access provided by an individual authorized by MPM.
16. User must leave the conference room in the same condition it was in when arriving at the room. MPM will periodically clean the conference room along with other common/shared areas, but User is responsible for cleaning up after themselves. Any furniture or devices that have been moved during scheduled use by User will need to be moved back to their original place. The cost of cleaning will be charged to User should User leave the conference room in worse condition than it was when they arrived.

17. Use of personal and/or work accounts and logins on shared devices within the conference room, such as the TV, is generally prohibited unless specifically authorized by MPM prior to use.

## MPM Center Common Area Use

**Obstruction of Ingress/Egress.** The sidewalks, halls, passages, exits, entrances, and stairways of the building shall not be obstructed by any Users and their guests or used for any purpose other than for ingress to and egress from the premises. The halls, passages, exits, entrances, and stairways are not for the general public and MPM shall in all cases retain the right to control and prevent access to them by all persons whose presence in the judgment of MPM would be prejudicial to the safety, character, reputation, and interests of the building and its tenants. No User shall go on the roof of the building (excluding the rooftop patio, once constructed) or into the mechanical/electrical rooms in the north basement.

**Signage.** A sign, placard, picture, name, advertisement, or notice shall not be inscribed, painted, affixed, or otherwise displayed by any User on any part of the building unless there is prior written consent by MPM. All approved signs or lettering on doors shall be printed, painted, affixed, or inscribed at the expense of the User, which will not be unreasonably withheld. Material visible from outside the building will not be permitted without prior consent by MPM.

**Usage.** The premises shall not be used for lodging. No cooking shall be done or permitted by any User on the premises.

**Keys/Access.** MPM will provide User with e-keys, codes and/or biometric access to each door lock to access the booked area and any throughways necessary. MPM will give e-keys, codes, and/or biometric access for common area entryways at MPM's discretion. No User shall have any keys made without the prior consent of MPM. No User shall alter any lock or install a new or additional lock or any bolt on any door of the premises.

**Flammables, Pollutants, and Pets.** No User shall use or keep in the premises or the building any kerosene, gasoline, or flammable or combustible fluid or material, and may not, without MPM's prior approval, use any method of heating or air conditioning other than that supplied by MPM. No User shall use or keep any foul, noxious, or hazardous gas or substance in the premises, or permit or suffer the premises to be occupied or used in a manner offensive or objectionable to MPM or other occupants of the building because of noise, odors, or vibrations, or interfere in any way with other tenants or those having business in the building. No pets shall be brought into the Premises.

**Right to Prevent Access.** MPM reserves the right to exclude from the building between the hours of 10:00 p.m. and 6:00 a.m. and at all hours on Sundays, and legal holidays any person who does not present a proper access card or who does not otherwise present proper authorization for access to the premises. Each User shall be responsible for all persons for

whom it authorizes access and shall be liable to MPM for all acts of these persons. MPM shall in no case be liable for damages for any error with regard to the admission to or exclusion from the building of any person. In the case of invasion, mob, riot, public excitement, or other circumstances rendering an action advisable in MPM's opinion, MPM reserves the right to prevent access to the Building during the continuance of the circumstance by any action MPM deems appropriate.

**Exterior Windows.** No curtains, draperies, blinds, shutters, shades, screens, or other coverings, hangings, or decorations shall be attached to, hung, or placed in, or used in connection with any exterior window in the building.

**Deliveries and Messengers.** Messenger services and suppliers of bottled water, food, beverages, and other products or services shall be subject to reasonable regulations as may be adopted by MPM.

**Securing the Building and Preventing Waste.** Each User shall see that the doors of the premises are closed and locked and that all water faucets or apparatus, cooking facilities, and office equipment, excluding office equipment required to be operative at all times, are **shut off** before the User leaves the premises at night, so as to prevent waste or damage. For any default or carelessness in this regard the User shall be responsible for any damage sustained by other tenants, occupants, or users of the building or by MPM. Users shall keep the doors to the building corridors closed at all times except for ingress and egress.

**Restroom Facilities.** The toilets, urinals, wash bowls, and other restroom facilities shall not be used for any purpose other than that for which they were constructed. No foreign substance of any kind shall be placed in them, and the expense of any breakage, stoppage, or damage resulting from the violation of this rule shall be borne by the tenant who, or whose employees or invitees, have caused it.

**Permitted Sale of Goods or Merchandise, Manufacturing.** Except with the prior consent of MPM and except for non-profit public service events, no User shall sell, or permit the sale at retail, of any goods or merchandise to the general public in the premises, or any business or activity other than that specifically provided for in these terms and conditions.

**Motorcycles, Scooters, and Bicycles.** No motorcycles or motor scooters shall be parked or stored anywhere in the Building other than in designated areas (if any) of the Building, and no bicycles may be parked or stored anywhere in the building other than in designated areas (if any) of the building.

**Hand Trucks, Material Handling Equipment.** Hand trucks or other material handling equipment, except those equipped with rubber tires and side guards, may not be used in any portion of the Building unless approved by MPM.

**Refuse.** No material of a nature that it may not be disposed of in the ordinary and customary manner of removing and disposing of refuse in the city of Manitowoc or the county of Manitowoc

without being in violation of any law or ordinance governing this disposal shall be placed in the refuse boxes or receptacles.

**Prohibited Marketing Activities.** Canvassing, peddling, soliciting, and distributing handbills or any other written materials in the building is prohibited, and each User shall cooperate to prevent this type of occurrence.

**WIFI and Guest Network.** MPM may provide guest network WIFI for User and other guests of MPM Center. Additional information can be obtained at MPM Center reception. Usage is limited and may be restricted at any time. All usage is monitored. User and their guests must agree to our Terms and Conditions when signing in to access our guest network.

By using our internet service, User and their guests will be required to acknowledge and agree that there are significant security, privacy and confidentiality risks inherent in accessing or transmitting information through the internet, whether the connection is facilitated through wired or wireless technology. Security issues include, without limitation, interception of transmissions, loss of data, and the introduction of viruses and other programs that can corrupt or damage your computer.

Accordingly, User and their guests will be required to agree that MPM and/or provider of this network is NOT liable for any interception or transmissions, computer worms or viruses, loss of data, file corruption, hacking or damage to your computer or other devices that result from the transmission or download of information or materials through the internet service provided.

**Waiver.** MPM may waive any one or more of these Rules and Regulations for the benefit of any particular User, so long as User's use of the premises is not adversely affected by the waiver, and no waiver by MPM shall be construed as a waiver of the Rules in favor of any other User, nor prevent MPM from later enforcing any of the Rules against any of the users of the building.

**No Modification or Amendment.** These Rules are in addition to, and shall not be construed to modify or amend, in whole or in part, the terms, covenants, agreements, and conditions of any lease of premises in the Building.

**Right to Make Additional Rules as Needed.** MPM reserves the right to make other reasonable rules as MPM judges may be needed for the safety, care, and cleanliness of the building, and for the preservation of good order, provided that User's use of the premises shall not be adversely affected by other rules.