



## **RiverEdge Summit Conference Room Policy**

1. The Riveredge Summit conference room is located in the 1600 building in Suite 100 of the building management office.
2. The conference room is for Riveredge Summit tenants only.
3. In order to reserve the conference room, tenants must call the management office at 404.541.6300.
4. Only those tenants who have made reservations prior to will be allowed access into the conference room.
5. There is seating for 20 people around the table and 5 additional chairs are available for people along the wall. Riveredge Summit Management does not provide extra seating. Should you require extra seating, you will be responsible for getting the chairs into and removed from the conference room.
6. Food and drinks are permitted in the conference room. However, there will be a \$50 clean up charge for those tenants who do not clean the conference room afterward.
7. There is a small kitchen adjacent to the conference room which has a microwave, refrigerator, and a sink for tenant's usage. The right side of the refrigerator is for tenant use.
8. The conference room has wireless internet capabilities and uses an access code number 1600160016.
9. The phone number for outside and incoming calls is 678-341-3509; PIN 509.
10. There is a projection screen recessed into the ceiling for your use. The user must provide their own projector or power-point computer.

Please sign and date this policy agreeing to the terms outlined above.

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Signature

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Date