



## Boro Station Conference Center

Rules, Regulations and Rates  
1785 Greensboro Station Place, McLean, VA 22102

### GENERAL

1. **HOURS OF OPERATION:** The Boro Station Conference Center ("BSCC") is open between the hours of 8:00 A.M. to 6:00 P.M., Monday through Friday. Reservations that extend before or after hours can usually be accommodated by coordinating with the Amenity Manager. The Facility is closed on Saturday & Sunday and building holidays unless specific arrangements are made in advance.
2. **USE OF FACILITY:** The use of the facility shall be at Tenants sole risk and neither the Owner nor the Manager (or their respective agents) shall be liable for any injuries, liabilities, damages, expenses, causes of action, suits, claims, judgments and/or costs whatsoever arising out of or connected with Tenants use of the Facility. Tenants are asked to be respectful, courteous and professional to all parties within the BSCC. Please conduct meetings and/or events in a professional manner. Occupancy limits must be adhered to and sufficient space to exit the conference room must be maintained.
3. **EQUIPMENT:** Equipment provided for conference center users is considered "plug and play". Please notify the Amenity Manager immediately if any equipment is not working properly. Any equipment (microphones, adapters, A/V cords, etc.) borrowed by the tenant from BSCC must be placed in the front of the room and turned completely off at the end of each tenant event. At the end of each meeting, a representative from BSCC will check that all equipment remains in working order. Users of the conference center will be charged for any equipment that is damaged. If additional furniture is required, please contact the Amenity Manager for approval.
4. **REPAIR AND RETURN OF FACILITY:** BSCC, the tenant, and the caterer/vendor shall conduct an inspection to note property condition. Any deficiencies noted prior to the event shall be logged and identified as existing. Any damages noted after the event shall also be logged and assessed. At this time, BSCC shall exercise their right to repair any damages and collect reimbursement costs from the tenant within 30 days of the occurrence. If a tenant does not reimburse the landlord for the costs, conference center privileges will be revoked/suspended.
5. **CLEANING FEE:** Tenant agrees to clean up the Conference Center at the end of the event and to properly dispose of all trash. Any excess trash left behind at the end by the tenants and/or guest may result in a \$150 cleaning fee.
6. **HOLD HARMLESS:** Tenant agrees that its use of the Conference Center may not interfere with the operation of the property or other tenants' use thereof. In addition to any provisions in its lease with the owner of the property, tenant agrees to indemnify and hold harmless the Owner, and their respective affiliates, from and against all claims, losses, damages, liabilities or expenses incurred



(including attorney's fees) as a result of tenant's use of the Conference Center.

7. **DELIVERIES:** All deliveries must come through the parking garage using the freight elevator only. Elevator and floor protection may be required depending on the type of event. All deliveries must be coordinated with management.
8. **SECURITY:** BSCC reserves the right to require security for any event at the expense of the tenant.
9. **CERTIFICATE OF INSURANCE:** All vendors providing services for the event (including but not limited to caterers, AV technicians, and clean-up staff) must provide an updated certificate of insurance at least 48 hours prior to the event commencement date.
  - a. **Comprehensive General Liability** – Said coverage shall have limits of not less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage, including coverages for personal injury, contractual liability, operation of mobile equipment, products/completed operations and liquor law liability.
  - b. **Workers' Compensation** – Coverage shall comply with all state and federal requirements and will be in the statutory required limits. All employees of the vendor must be covered by workers' compensation.
  - c. **Employers Liability** – Coverage shall be placed with limits not less than \$1,000,000 per incident.
  - d. **Automobile Liability** – Coverage shall be acquired for all owned, non-owned hired and leased vehicles of vendor, including the loading and unloading thereof. Limits not less than \$1,000,000 per each occurrence combined single limit for bodily injury and property damage shall be maintained.
  - e. **Alcohol Insurance** – if you will be serving alcohol at your event, you must obtain a one-time insurance rider to your policy from your insurance company to cover the event and provide to building management.
10. **FEES:** All rental fees, service charges or other assessed charges related to your event are subject to a 20% administrative fee. Ownership reserves the right to adjust fees, as needed.

#### **Storage Fee**

Tenants are given a grace period of 30 minutes after their event to remove any additional tenant owned items. If the items are not removed within that time, a Storage Fee of \$150 may be levied. If tenant needs additional time to gather their belongings, the tenant must notify the Amenity Manager as soon as the event is over.

11. **RULES:** If Tenant does not abide by the rules, then Owner may terminate such Tenant's privileges to use the conference facility.
12. **MISCELLANEOUS:** If a guest is found to be in possession of illegal drugs or illegal firearms, BSCC has the right to terminate the event immediately. Taping or otherwise affixing signs or other items on the walls/room number signs is prohibited due to the possible damage or scarring. No rice, confetti or glitter may be used inside or outside of the facility.



## CONFERENCE CENTER REQUIREMENTS

1. **RESERVATIONS:** Reservations will be made on a “first-come, first-served” basis, up to six months in advance.

### Reservation Management

The BSCC uses a reservation management platform called [Agilquest](#) to accommodate room scheduling needs. Agilquest allows tenants to find and reserve space for single or multi-day meetings and events. It can also be used to reserve the additional resources and services, such as audio-visual support, catering and room set-up (see Assets tab in Agilquest).

All room reservations must be made by the tenant through Agilquest to be granted. If a tenant needs further assistance during the booking process, they may email the Amenity Manager at [meetings@theborotysons.com](mailto:meetings@theborotysons.com). Upon making a reservation, tenants are required to complete all necessary information regarding the room reservation (i.e. number of attendees, desired room configuration and maximum time needed). If the reservation received is not fully completed, the request will not be approved.

### Extended Reservations

Room Reservations may be no longer than 3 consecutive days. If a tenant has an event that is longer than the maximum reservation timeframe, tenants may email the Amenity Manager at [meetings@theborotysons.com](mailto:meetings@theborotysons.com) with their request. In the request, tenant must specify the desired date range, conference rooms needed and a brief description of the event for consideration. Reoccurring meetings may not be requested more than one month in advance and will only be approved upon availability.

### Room Additions

If a tenant requests additional conference space the day of the event, the Amenity Manager will do their best to accommodate the tenant’s needs. A last-minute reservation may be approved if the request does not interfere with another tenant’s existing reservation and/or set up.

### Pending Events/Reservations

Any room reservation (whether it be for a confirmed event or just a placeholder) received through Agilquest will be approved as a formal reservation and will therefore be subject to the same cancellation terms and credit deductions as any other Conference Center reservation.

2. **CANCELLATIONS:** To allow others to use the space, please cancel your room reservation in advance online via Agilquest. You will receive a cancellation confirmation by email from once your cancellation request has been processed.

### Conference Center Rooms A/B/C/D

Cancellations made between 30 days and 24 hours prior will be billed at 50% of the rental fee or credit, and cancellations made less than 24 hours prior to your event will be billed at the full rental fee or credit. There is no charge for cancellations made with 30 or more days’ notice.

**Conference Center Rooms E/F**

Due to the size and demand for Room E/F, cancellations made between 14 days and 24 hours prior will be billed at the full rental fee or credit. Any cancellations made with 15 to 30 days' notice will be billed at 50% of the rental fee or credit. There is no charge for cancellations made with 30 or more days' notice.

**No-Shows**

Three or more no-shows in a given quarter may result in a penalty fee at the end of the quarter.

- AFTER HOURS FEES:** We are happy to host after hours events (6PM or later) in the Conference Center facility. Additional charges of \$80 per hour for building engineer overtime and \$50 per hour for HVAC overtime will be assessed for reservations occurring after normal business hours. After Hours Reservation requests must be submitted via email to the Amenity Manager at least 72 hours prior to the event. After hours reservations will be charged the standard credit deduction based on the room used.



## CONFERENCE CENTER SERVICES

1. **ROOM CONFIGURATION:** When arriving at BSCC, rooms will be delivered in the configuration noted in the Tenant's reservation (desired configurations should be added to the description box in Agilquest). If the tenant does not confirm their desired room configuration at least 24 hours in advance, the room will be set to default (classroom configuration). BSCC staff is not required to change room configurations during tenant's reservation. Tenants are allowed to change existing room configurations during their reservation window. A charge of \$150 will be assessed for any custom configurations.
2. **AUDIO-VISUAL SUPPORT:** When reserving a room at BSCC, rooms will be delivered "as-is" with existing audio-visual (AV) equipment (projector and screen/TV provided as "plug-and-play" in all rooms). Owner will not be responsible or liable if AV equipment does not function properly.

The Boro District has partnered with Breasia Productions to provide on-site AV and event support if requested. Please add AV to your reservation (*add asset > service > AV*). A Breasia representative will contact you to discuss meeting/event needs. A minimum of 48 hours' notice is required.

The person(s) of contact for the scheduled event shall walk through the conference space at least 30 minutes prior to start of tenant's reservation to ensure proper A/V connectivity and room set-up. The Conference Center staff is not guaranteed to be able to assist with A/V issues; therefore, the tenant must make prior arrangements if they need assistance.

3. **CATERING:** Tenants are allowed to use outside catering vendors for their events and must submit a current Certificate of Insurance (COI) to the Boro Station Property Management team at least 48 hours prior to their event. The tenant is responsible for coordinating food delivery, signing off on said delivery and clean up at the end of the event (see section 4 of General).
4. **ALCOHOL:** Tenant is responsible for controlling the serving of alcoholic beverages and shall not permit the serving of alcoholic beverages to minors. If tenant will be serving alcohol at their event, they must contact the Amenity Manager at least 48 hours in advance to receive approval prior to the event. If the tenant hires third-party vendor to supply alcohol, the tenant must provide the desired vendors Certificate of Insurance (COI) at least 48 hours in advance.

All alcoholic beverages are to be dispensed by a non-drinking server and shall be limited to beer and wine. Alcoholic beverages shall not be served to anyone who is acting like they are, it is suspected of being, impaired as a result of alcohol intake. Tenant shall provide with evidence that it has secured dram shop insurance with total limits of liability for bodily injury, loss of means of support, and property damage because of each occurrence of not less than Three Million Dollars (\$3,000,000.00).

If the Tenant is found consuming alcohol in the Conference Center that was not approved by the Amenity Manager ahead of time, they will be asked to leave the premises immediately and a \$1,000 fine will be levied.



## EXHIBITS

All Boro Station conference rooms are equipped with an LCD screen and/or projector and screen, flipcharts, white boards and Wi-Fi.

Rooms	LCD Screens	Projector & Screen	Network Connections	Audio Tele-conferencing*	Video Tele-conferencing*	Audio/Video Recording*
A	✓	✓	✓	✓		
B	✓	✓	✓	✓		
C	✓	✓	✓	✓		
D	✓	✓	✓	✓		
E	✓		✓	✓	✓	✓
F		✓	✓	✓	✓	✓
CC Lobby	✓					

\*A Breasia Productions AV technician is required to operate and can be requested through Agilquest.

## ROOM CAPACITY AND FEES

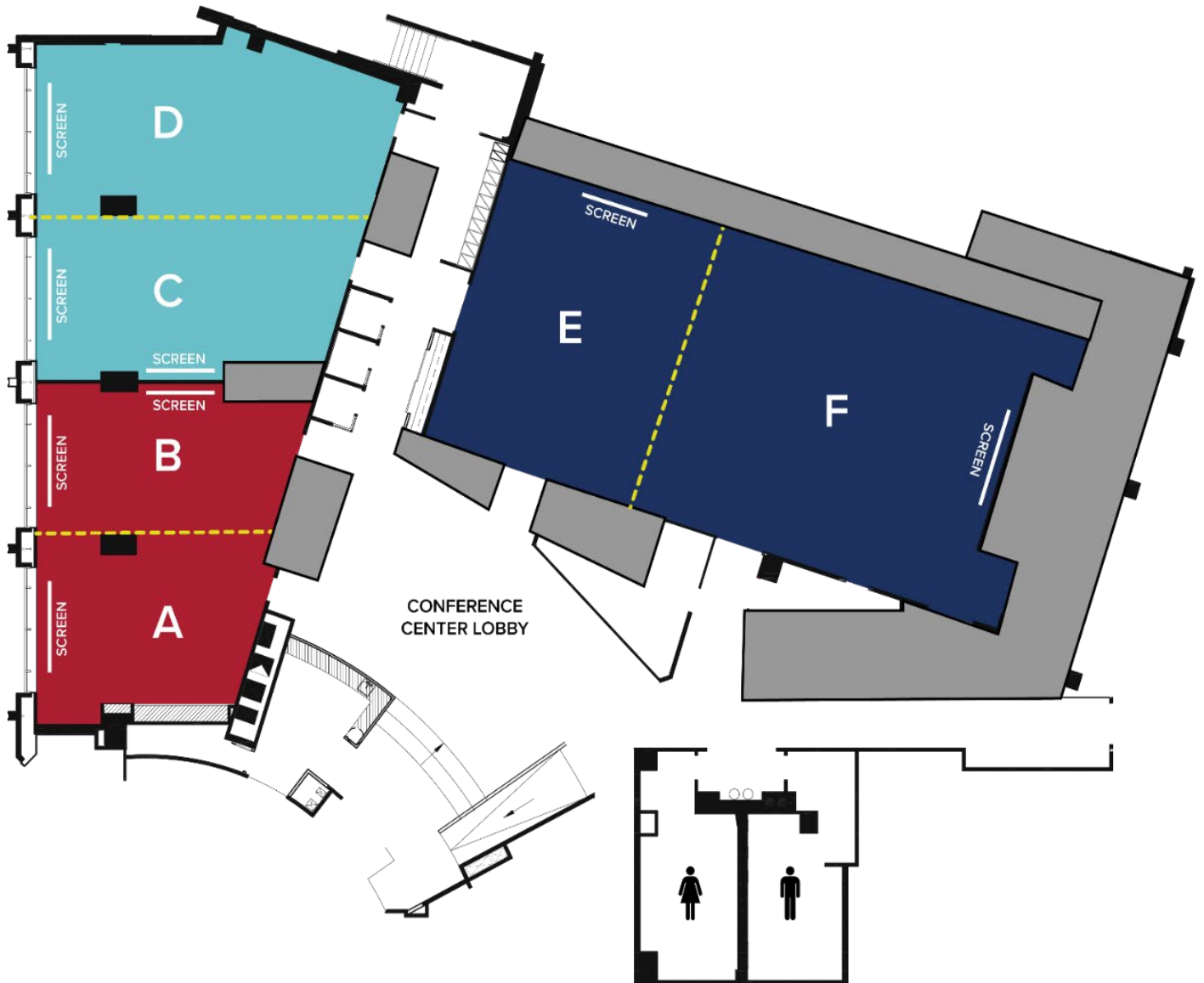
The room capacities below are provided to conference center users to show how many guests can be accommodated in each Conference Center meeting space. The Conference Center staff will make configuration adjustments as needed but cannot guarantee that configuration requests that fall outside of the capacities noted below can be accommodated, as sufficient space to exit the conference room must be maintained at all times.

**\*If tenants have any questions regarding room logistics for any events, please contact the Amenity Manager at the time of booking.**

Rooms	Capacity Classroom / Theater	Credit/Hour	2 Hours	4 Hours	8 Hours
A	22 / 24	1	\$150	\$300	\$600
B	16 / 20	1	\$150	\$300	\$600
A/B	30 / 40	2	\$300	\$600	\$1,200
C	20 / 40	1	\$150	\$300	\$600
D	28 / 45	2	\$200	\$400	\$800
C/D	40 / 75	3	\$350	\$700	\$1,400
E	30 / 65	2	\$200	\$400	\$800
F	60 / 110	3	\$300	\$600	\$1,200
E/F	70 / 180	5	\$500	\$1,000	\$2,000



## BORO STATION CONFERENCE CENTER FLOORPLAN





## ACKNOWLEDGEMENT

Repeated failure of refusal to comply with these Rules and Regulations will result in the loss of privileges. Landlord or Building Manager may prohibit the use or close the Facility at any time if misused in any way.

User must sign below acknowledging that they have read and clearly understand all the above rules and regulations to continue use of the Boro Station Conference Center facility.

### READ AND UNDERSTOOD BY:

Tenant Name, Building and Suite Number: \_\_\_\_\_

Representative Name (please print): \_\_\_\_\_

Representative Email Address: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you for your cooperation

We look forward to hosting your next event at The Boro!