

## Conference Center Rental Agreement

This agreement is entered into by and between \_\_\_\_\_, as Tenant, currently leasing space in Suite \_\_\_\_\_ and SPUS6 Tustin Centre, LLC, as Landlord, covering the general rules and regulations for the use of a common Conference Center, Suite 150, at 1551 N. Tustin Avenue, CA. Tenant agrees to fully comply with the rules and regulations of the Conference Center, as amended from time to time, and with the Building Rules and Regulations attached to its lease agreement.

### I. ROOM RESERVATIONS

Provided there is a fully executed Rules and Regulations Agreement on file in the Building Management Office, the Conference Center may be reserved by submitting a request through the building website. The Conference Center is for the exclusive use of Tustin Centre tenants. No outside parties are allowed to utilize the room without the prior written approval of the Building Management Office. Reservations will be accepted a maximum of sixty (60) days before planned event date. Management reserves the right to deny reservations to any tenant or group requesting a room.

### II. SECURITY

It is the responsibility of the tenants to secure the Conference Center at the end of each day by notifying either the Management Office or building Security. Landlord will not be responsible for articles left in the Conference Center. All personal property must be removed at the conclusion of the event day.

### III. LIABILITY

Tenant will be liable for any damages to the Conference Center, its furniture or equipment, or otherwise that is caused by the tenant. Owner may require different or additional insurance from Tenant or Tenant's contractors, depending on the nature of the use or if alcohol will be present. All indemnification, insurance, limitation on liability, and waiver of subrogation provisions set forth in Tenant's lease shall be applicable to both the event and Tenant's use of the conference facilities, as if the same was a portion of Tenant's leased premises.

### IV. ETIQUETTE

In respect of the building management office and other meetings occurring in the conference center, the conference room door **must be** kept closed while the room is in use. Socialization is not to occur in the lobbies or kitchen. Refrigerator in the kitchen is for office use only. In addition foods with strong odors are not permitted in the conference room.

### V. CLEANING

Articles left in the Conference Center will be disposed of if not claimed within two (2) hours after the event. User is responsible for ensuring that room is cleaned and left in the condition it was reserved. A \$75.00 cleaning fee will be assessed in addition to the daily rate if cleanup requires over-standard janitorial services.

### III. SIGNS

No signs are to be displayed unless approved by the Management Office in writing prior to the event.

### IV. SERVICES PROVIDED

General nightly clean-up is provided at no charge, unless requested otherwise. The room is available in a variety of set-ups. Notice of the seating chart and equipment needed is required at the time of reservation. Any additional equipment provided with rental will be the responsibility of the tenant.

### V. DECORATIONS/ SIGNAGE/ PRESENTATION MATERIALS

No decorations, signage, presentation materials, or any other type of items are allowed that would be attached to the walls, doors, ceilings, etc. in any method or manner.

# Tustin Centre

- VI. **MAXIMUM ROOM OCCUPANCY**  
Tenant shall not exceed posted capacity in each room as required by fire code.
- VII. **AFTER HOURS USAGE**  
Use of the conference room after 5:00pm must be approved by the 5-Star Manager at the time of booking. Any bookings extending past 5:00pm will be charged at a rate of \$75 per hour.
- VIII. CANCELLATION POLICY**  
**24 hours prior to day of event – 100% of total room rental fee will remain due and payable**
- IX. Landlord reserves the right, at any time, to deny reservations to any tenant or group who violates or disregards room rules and regulations. Damage resulting from abuse or misuse of Conference Center will be billed to the tenant.
- X. Landlord reserves the right to cancel any reservation as circumstances may dictate.
- XI. Landlord also reserves the right to change any of the Conference Center Rules and Regulations at any time.

Agreement to all forgoing terms and conditions is indicated by signature below. The agreement becomes effective only when received and approved by Landlord.

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Authorized Representative of Tenant

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Name (printed)/ Title

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Date