

TOWER II COMMUNITY ROOM AGREEMENT

A Tower II tenant may schedule the use of the Community Room(s) through the management office or through our website at no additional charge. The use of the room is being made available at the discretion of building management and on a first-come-first-serve basis.

This form must be filled out before any date or function can be scheduled and must agree to the following guidelines:

- Arranges the tables & chairs themselves and returns them back to their original location.
- Leaves the room, furniture and equipment neat, clean and free of all damage.
- If your meeting is going to be held after 6:30 p.m. please give the management office 24 hour advanced notice so we can adjust the air conditioning in the Community Room.

PLEASE NOTE: THERE IS A \$50.00 CHARGE FOR AFTER HOURS A/C USAGE.

If the Community Room IS NOT left in the manner in which it was found, a \$50/day cleaning/ set up fee will be accessed along with any additional charges for damages. No tenant will be able to utilize the room until all outstanding charges are current.

As stated within each tenant's lease, the Landlord will not be responsible for lost, damaged or stolen property in the Premises or in the common areas (i.e. Community Room), regardless of whether such loss or damage occurs when such area is locked against entry or not

The undersigned shall indemnify and hold T2 Bldg. L.P., Griffin Partners, its employees, officers, partners, and agents harmless from and against any and all losses, damages, liabilities or expenses including, but not limited to, attorney's fees and court costs, arising out of any claims of any person or persons on account of any occurrence in, upon or at 555 N. Carancahua office building Tower II, in conjunction with the use there of the community room(s).

Thank you in advance for your cooperation.

I understand and accept the conditions presented to me above:

Tenant Name: _____

Tenant Suite #: _____

Function: _____

Please mark which room you are reserving

ROOM A: _____

ROOM B: _____

DATE: _____

TIME: From _____ **To** _____

Authorized Signature

(Must be signed by the tenant named in the lease agreement)

Subject to final approval by Property Manager:

Amy Garcia

Assistant Property Manager

-

Community Room Calendar

Download the [Community Room Reservation Form](#) (Word Document).

For your convenience Tower II has available two community rooms. Community room "A" will seat 25 people and room "B" will seat 50. Please note on your email request which room will best accommodate you needs. Please note availability will be by first email request.

If you would like to reserve the Community Room, please email [January Zermeno](#) with your company name and the date you wish to use the facility. **Please be aware that a request does not insure a reservation. Confirmation must be received from the property management staff.**