



### **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 management. 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”. AV support can be contracted through the BSCC for meetings via the online reservation system. 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 during their use of BSCC manager. Notify management immediately if any equipment is not working properly. Furniture, equipment and any items provided in the conference center are not permitted to be removed. If additional furniture is required, please contact the management office 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. **HOLD HARMLESS:** Tenant agrees to clean up the Conference Center at the end of the event and to properly dispose of all trash. 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.
6. **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.
7. **SECURITY:** BSCC reserves the right to require security for any event at the expense of the tenant.



8. **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.
  
9. **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.
  
10. **RULES:** If Tenant does not abide by the rules, then Owner may terminate such Tenant's privileges to use the conference facility.
  
11. **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. Unless approved by management, meetings may be no longer than 3 consecutive days. Reoccurring meetings may not be requested more than one month in advance and will only be approved upon availability.

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.

Any reservation questions can be directed to [meetings@theborotysons.com](mailto:meetings@theborotysons.com).

2. **ROOM CAPACITY AND FEES:**

Rooms	Capacity Classroom / Theater	Credit/Hour	2 Hours	4 Hours	8 Hours
A	20 / 40	1	\$150	\$300	\$600
B	20 / 40	1	\$150	\$300	\$600
A/B	40 / 80	2	\$300	\$600	\$1,200
C	24 / 48	1	\$150	\$300	\$600
D	31 / 62	2	\$200	\$400	\$800
C/D	55 / 110	3	\$350	\$700	\$1,400
E	34 / 67	2	\$200	\$400	\$800
F	58 / 112	3	\$300	\$600	\$1,200
E/F	92 / 183	5	\$500	\$1,000	\$2,000

*\*Please reference Exhibits for conference center floorplan.*

3. **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.

There is no charge for cancellations made with 30 or more days’ notice. 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.

4. **AFTER HOURS FEES:** Additional charges of \$80 per hour for building engineer overtime and \$50 per hour for HVAC overtime will assessed for reservations occurring after normal business hours.



## CONFERENCE CENTER SERVICES

1. **ROOM CONFIGURATION:** When arriving at BSCC, rooms will be delivered in classroom configuration. If a different configuration is desired, please include preference in the reservation (*add asset > service > configuration*). A charge of \$150 will be assessed for any custom configurations.

All rooms should be left as they were found and are subject to a \$250 clean-up fee if found in a different room configuration.

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

*\*Please reference Tenant Portal for AV packages and rates.*

3. **CATERING:** The Boro District offers several on-site catering services. Tenants must use landlord preferred catering, unless by coordinated with BSCC management. Please note the preferred catering list will be expanded in 2019 once future Boro retailers are open.

- a. **FLIK Catering Services** – 1775 Greensboro Station Place  
Services, menu options and pricing: <https://flik-greensborostation.catertrax.com>

Please add catering to your reservation (*add asset > service > catering*). Catering can be delivered on china (for an additional charge) or disposable platters with appropriate disposable plates, napkins and cutlery. If opting for disposable, please place all trash in receptacles provided. Trash will be emptied after the meeting concludes.

- b. **Greensboro Café** – 8281 Greensboro Drive  
Contact 703-903-9574 for more information
- c. **Perfect Pita** – 8280 Greensboro Drive  
Contact 202-815-6610 for more information. Menu and pricing can be found here: <http://thepfectpita.com/party-planners/>

4. **ALCOHOL:** All alcohol consumed in BSCC must be ordered through FLIK Catering Services. If the Tenant is found consuming alcohol in the Conference Center that is not ordered through FLIK, 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. Additional AV or services are available upon request.

Rooms	LCD Screens	Projector & Screen	Wireless Mic	Lavalier	Powered Floor Boxes	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.

