



EastBoro Lounge
 Rules and Regulations
 8255 Greensboro Drive, McLean, VA 22102

GENERAL

1. **HOURS OF OPERATION:** Tenant lounge is open to public between the hours of 8:00 a.m. to 6:00 p.m., Monday through Friday. The Facility is closed on Saturday & Sunday and Building Holidays unless specific arrangements are made in advance.
2. **RESERVATIONS:** Lounge reservations for after-hour use will be made on a first come-first serve basis and can be booked up to six months in advance. Reservations may be made online via Workspace or by contacting the EastBoro Property Management Office at 703-902-6666.
3. **USE OF FACILITY:** Signs and other documents or graphics shall not be taped to the walls inside of the lounge or common area of the tenant lounge. There are (3) large glass stanchions available for any materials that needs to be displayed as well as (1) easel that may be used if needed.
4. **ALCOHOL POLICY:** Tenant is responsible for controlling the serving of alcoholic beverages and shall not permit the serving of alcoholic beverages to minors. 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).
5. **REPAIR AND RETURN OF FACILITY:** EastBoro Property Management, 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, EastBoro shall exercise their right to repair any damages and collect reimbursement costs from the tenant within 30 days of the occurrence.
6. **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.



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- 7. **FEES:** \$50.00 cleaning fee, \$80.00 per hour for building engineer overtime and \$50.00 per hour for HVAC overtime will be billed on the monthly tenant statement for the reservations made after normal building hours. 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.
- 8. **RULES:** If Tenant does not abide by the rules, then Owner may terminate such Tenant's privileges to use the EastBoro Lounge
- 9. **MISCELLANEOUS:** If a guest is found to be in possession of illegal drugs or illegal firearms, EBCC has the right to terminate the event immediately. No rice, confetti or glitter may be used inside or outside of the facility.

AGREEMENT

By execution below, these Rules and Regulations for the EastBoro Lounge have been read and understood by all personnel and/or supervisor on site to use the facility. I agree that I will fully comply with these Rules and Regulations as they are amended from time to time.

READ AND UNDERSTOOD BY:

Company Name, Building and Suite Number: _____

Employee Name, Title and Phone Number: _____

Signed: _____

Date: _____