Cummings Center

LOBBY EVENT GUIDELINES

Cummings Center firms may from time to time request the complimentary use of building lobbies to conduct special events to promote their business. Various lobby venues, including the 100-L lobby of 100 Cummings Center, the 107 lobby at 900 Cummings Center and the lobby at 500 Cummings Center, are offered to client firms in good standing on a first-come, first-served basis.

1) To request a reservation, please contact Judy Lenz at 978-922-9000 no more than 30 days in advance. Please understand that a reservation does not guarantee exclusive use of any given lobby, as multiple events may occur simultaneously.
2) Lobby events may run all day, or just during high traffic morning and/or lunch hours, but must be staffed for the duration of the event. Any unattended items left in the lobby will be considered abandoned and may be disposed of at any time.
3) Folding tables and chairs are available for use upon prior request. Please indicate such requests when making a reservation. No more than two tables will be permitted per client event and *all furniture must be picked up and not dragged, so as to avoid damaging the carpet.* Trade-show displays and/or product demonstrations may also work well, but must be specifically approved in advance. Clients may supply their own tablecloths, if desired.
4) Lobby venues are not available for recurring meetings, parties, or personal events and requests to use the same lobby more than once per month will generally not be approved.
5) Lobby events may only feature a client firm's *primary* business. Side businesses or other interests, including without limitation those of firm employees, friends or non-client community groups and fundraisers may not be promoted at a lobby event.
6) At the end of your lobby event, please:
   - Leave tables and chairs in place.
   - Leave the lobby area clean and ready for the next user. Bring all trash directly to the common building compactor. Failure to remove all trash and dispose of it properly in the building compactor will result in a minimum charge of $125 on your account.
7) Cummings Center lobbies are an extension of your firm's leased premises. Accordingly, all provisions and requirements of the lease regarding liability, insurance, etc. shall apply.
8) Improper or inappropriate use of this amenity or failure to follow these guidelines shall be cause to terminate all future use.

Any exceptions to the above guidelines must be approved by Cummings Center management in advance.