



BAKER CENTER CONFERENCE ROOM RULES AND REGULATIONS

Welcome to the Baker Center Conference Room. This facility, located on the second floor (skyway level) of the Baker Building, is available at no charge to building tenants only, on a first-come, first-serve basis. Below is information about the facility and the guidelines for its use.

Availability:

Monday through Friday, 8:00 AM - 5:00 PM.

Reservations are available on-line at bakercenter.com or by calling the management office at 612-343-4200. The access key is available in the management office (Suite 100, Baker Building) and must be returned immediately after your meeting or conference.

Capacity:

24 mid-back rolling chairs with tilt and height adjustment are available. There are 16 chairs set up regularly around a traditional oval shaped modular conference table. This table may be reconfigured into a classroom type arrangement to accommodate 14 attendees. The 8 additional chairs are available upon request.

Use:

- Business meetings only (not available for parties, interviews, social gatherings, etc.)
- Limited to a maximum of 3 days per month per tenant.
- Nothing is to be taped to the windows, walls, or doors.

Conference Equipment:

- Drop down overhead projection screen.
- Display easel.
- White marker board.
- Two phone lines with two Legend MLX-10D speaker telephones.
- One analog line, two high-speed data lines, and wireless router are available for Internet access and browsing.
- Approximately 8 feet of countertop/cabinetry, sink, mini-refrigerator, and coat closet.
- Dell projector (must make prior arrangements with management staff).

Food and Beverages:

- Baker Center tenants that provide food and beverages are:
- Peter's Grill: 612-333-1981
- Caribou Coffee: 612-332-4849
- Au Bon Pain: 612-343-5252
- Dairy Queen: 612-204-0830
- Cousin's Subs: 612-339-1588
- Taco Bell: 612-359-9527
- Sushi Do: 612-338-5191
- Sawatdee: 612-455-6056
- Salad de'Fusion: 612-840-2512
- Torby's Pizza: 612-746-5111



Clean-Up:

Tenant is responsible for cleaning the conference room, including the countertop and sink, returning them in the condition they were found. A \$50.00 cleaning fee will be charged to the user if the facility is not returned in clean condition.

General Rules:

- Smoking is not permitted in the building, conference room or at the front entrance to the Building.
- Please keep doors to the conference room closed at all times to help minimize the noise into the hallway area.
- Care is to be taken to protect the conference tables from scratches.
- The use of memo/steno pads for note taking is requested.
- Briefcases or objects with sharp edges are not to be placed on the conference tabletops.
- Tenants using the Baker Center Conference Room are responsible for any loss or damage. Please report any existing damage immediately to our management office.

Cancellation: A fee of \$25.00 will be charged for any reservation in which the tenant does not utilize the conference room area during the specified day and time of the reservation. This fee will also be applicable to any cancellation of the conference room area within 24 hours of the reserved date and time. All outstanding balances must be paid before further meeting access is granted to the Conference Room. Please be considerate of other tenants within the Baker Center.

Thank you for your cooperation with these Rules and Regulations. The use of the Conference Room is a privilege and Property Management reserves the right to revoke that privilege at any time.

TRANSWESTERN
BAKER CENTER
(612) 343-4200