

Rooftop Etiquette and Reservations

- **Please leave the space as you found it.**
 - If you need to reconfigure the tables and chairs, it is your responsibility to ensure that the room is put back in order. The photo below shows how the tables and chairs should be set up. Failure to reset the room may result in having to cover the cost of building management hiring professional movers, which could be close to \$1,000. Recurring issues may also result in ultimately losing conference center privileges.
 - Please do not hang anything on the walls in the preconference area or hallways that you may be using for your meetings and/or event. Signage in public areas should be displayed in a stanchion sign or frame. Large sticky notes and easel pads on the walls of the conference room are permitted; however, they should be placed inside the conference rooms on the interior glass wall only.



- **All trash should be placed in the trash bins and cleared from the room at the conclusion of your meeting or event.** If you have more trash than can fit in the trash bins, *please notify our front desk or management as soon as your event ends* so that we may ask our day porters to remove any additional trash bags from the conference rooms. Also, if there has been a spill, please notify our front desk or management office immediately so that we may address it.



- **You must reserve the East and West conference rooms in order to use them. Unscheduled meetings and/or lunches are not allowed.** We encourage you to enjoy your lunch in our lower lobby, the game room, and/or in the outside spaces on the rooftop.
- If you have reserved a conference room and determine it is no longer needed, please cancel it ***immediately*** so that others may use that space!
- **After Hours rooftop reservations in particular need to be cancelled at least 24 business hours in advance** to avoid being charged after-hours fees as there are many arrangements that have been made to accommodate after hours event requests. In addition to cancelling your after-hours event in our reservation system, ***please email Ainsley Toupin at Ainsley.toupin@am.jll.com to confirm you've cancelled an after-hours reservation.*** The reservation system does not send an email indicating that the space is no longer needed.
 - **Please note the following for after-hours events:**
 - **The building doors lock at 6:00 pm.** If you have guests arriving after 6:00 pm, you will need to arrange to have someone from your team waiting by the door to let your guests into the building. Please provide our security guards with a list of attendees.
 - **There is a fee for using the rooftop after hours.** This fee is determined by the number of hours requested, and includes HVAC, security, and post-event cleaning.
 - The security guard should be a great asset for you as they can help your guests access the 14th floor from the lobby; help troubleshoot any issues that may arise during your event; and ensure the overall safety of everyone in attendance. Please let us know how many people will be in attendance so that we can ensure that you have sufficient security assigned to your event.
 - The post event cleaning team will vacuum the floors, wipe down all surfaces, and clean the restrooms. We ask that you put all of your trash in trash bags and place it in the preconference area and promptly reset the space at the conclusion of your event so that our cleaning team can perform their job efficiently.
 - If you would like to arrange to have someone from our cleaning team present during the event to assist with any cleaning needs, we are happy to offer that at an additional cost. Please email Ainsley Toupin at Ainsley.toupin@am.jll.com at least 48 business hours prior to your event to make those arrangements.
 - Red wine is not permitted on the rooftop; rose and white wine is acceptable.
- **Last, but not least, please remember that smoking and vaping is prohibited anywhere in the building - including outside on the roof terrace.**

