

Rules and Regulations for the Auditorium

1. Reservations. Must be placed at least 48 hours in advance. The room is reserved on a first-come, first-served basis. We recommend that the auditorium be reserved with as much advance notice as possible.
2. Audio-Visual Equipment. Tenant must receive operating instructions from the building staff prior to use of the equipment. The equipment must be inspected after use.
3. Catering. All food service must be arranged through Sodexo, the building cafe operator. Outside catering is prohibited.
3. Deliveries. In the moving, delivery and receipt of freight, furniture, packages, boxes, crates, paper, office material, or any other matter or thing, Tenant shall use and shall cause its employees and contractors and any others making deliveries to the Auditorium to use hand trucks equipped with rubber tires, side guards and such other safeguards as Landlord shall reasonably require.
4. Building Security. All persons entering and/or leaving the Building during hours other than business hours may be required to sign a register. Landlord will notify each tenant if Landlord elects to institute a pass system outside of regular business hours. Landlord reserves the right to exclude or expel from the Building any person who, in the judgment of Landlord, is intoxicated or under the influence of liquor or drugs, or who shall in any manner do any act in violation of any of the Rules and Regulations of the Building. Landlord reserves the right to employ the services of a security firm after normal business hours and charge user.
5. Use of Common Areas. Tenant's use of the Common Areas shall be limited to access and parking and under no circumstances shall Tenant be permitted to store any goods or equipment, conduct any operations or construct or place any improvements, barriers or obstructions in the Common Areas, or otherwise adversely affect the appearance thereof. Tenant shall not obstruct any sidewalks, halls, passages, exits, entrances, elevators, lobbies, auditorium and stairways of the Building, and Tenant shall not use any of the same for any purpose other than for ingress to and egress from the Auditorium during normal business hours. No Tenant shall store any property outside the Auditorium.
6. Obstructions. Tenant shall not place anything or allow anything to be placed near any door. All means of egress shall be kept clear at all times.
7. Parking Vehicles. Tenant shall comply with such rules and regulations governing parking as may be promulgated from time to time by Landlord, including, without limitation, rules and regulations requiring the parking of vehicles in designated spaces or areas regarding the exclusion of other spaces or areas. If more than 3 guests are coming from outside Wilton Corporate Park, alternate parking arrangements may be required.
8. Animals. Tenant shall not use, keep or permit to be used or kept, any animals, fish or birds in or about the Auditorium.
9. Signs. Landlord must approve in advance any signage tenant wishes to use that will be visible from the Building. Tenant shall not use the name of the building or its owner in any advertising without the express prior written consent of the Landlord. Tenant shall not use any picture or likeness of the Building in any circulars, notices, advertisements or correspondence.

10. Building Systems. Heating, ventilation, air conditioning, lighting and plumbing: The Landlord or its agent should be notified at once of any trouble with heating, lighting or plumbing fixtures. No HVAC provided after normal business hours unless arrangements are made for this service.

11. Electrical Systems. Tenant shall not install, operate or maintain in the Auditorium any electrical equipment which will overload the electrical system therein, or any part thereof, beyond its reasonable capacity for proper and safe operation as determined by Landlord in light of the over-all system and requirements in the Building, or which does not bear underwriters' approval.

12. Cleaning Services. Please do your best to insure the Auditorium space is tidy, free of obvious debris upon your departure. Garbage cans and recycling cans are provided and will be checked and emptied by porters if needed during the time of your use. If you anticipate special cleaning needs due to the type of use of the auditorium such as bringing food in, please advise us at the time of booking. Landlord shall provide normal cleaning services after Tenant's use of the Auditorium. Tenant shall be liable for the costs of special cleaning services required as a result of Tenant's use of the Auditorium.

13. No Interference with Building Services. Tenant shall not take or permit any action which would impair or interfere with any of the Building services or the proper and economic heating, cleaning, air conditioning or other servicing of the Building or the Auditorium, or impair or interfere with or tend to impair or interfere with the use of any of the other areas of the Building by occasion or discomfort, annoyance or inconvenience to, Landlord or any other tenants or occupants of the Building.

14. Fire Hazards. Tenant shall not use or keep in the Auditorium or the Building any kerosene, gasoline or inflammable or combustible fluid or material, or use any method of heating or air-conditioning other than that supplied by Landlord.

15. No Alterations. Tenant shall not change (whether by alteration, replacement, rebuilding or otherwise) the color and/or architectural treatment of the Auditorium.

16. Right to Inspect. The Landlord, its agents and employees shall have access at reasonable times to perform their duties in the maintenance and operation of the Auditorium. Landlord reserves the right to inspect all objects and matter to be brought into the Building and to exclude from the Building all objects and matter which violate any of these Rules and Regulations or the Lease. Landlord may require any person leaving the Building with any package or other object or matter to submit a pass, listing such package or object or matter, from the tenant from whose premises the package or object or matter is being removed, but the establishment and enforcement of such requirement shall not impose any responsibility on Landlord for the protection of any tenant against the removal of property from the premises of such tenant. Landlord shall in no way be liable to Tenant for damages or loss arising from the admission, exclusion or ejection of any person to or from the Auditorium or the Building under the provisions of this Rule or the following Rule.

17. Prohibited Uses. Tenant shall not occupy or permit any portion of the Auditorium or Building to be occupied for any unlawful purpose, including rendering of medical, dental or other diagnostic or therapeutic services; or for the preparation, dispensing or consumption of food and beverages in any manner not consistent with office use. Tenant shall not use the Auditorium or any part thereof, or permit the Auditorium or any part thereof to be used, for sale at retail or auction of merchandise, goods or property of any kind, except for promotional purposes.