

# WELCOME PACKET

## 80 M STREET CONFERENCE CENTER



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## POLICY SUMMARY

### STANDARD OPERATING HOURS

8:00 a.m. to 6:00 p.m. Monday through Friday.

Tenants can request usage of the conference center during Standard Operating Hours instantly online, pending availability, using Building Engines, or by contacting the Property Management Team [80mstreet@columbia.reit](mailto:80mstreet@columbia.reit).

All reservations are considered “pending” until a confirmation email is provided by a member of the 80 M Street team.

### EXTENDED HOURS

Monday - Friday, 6:00 a.m. to 8:00 a.m. and 6:00 p.m. to 8:00 p.m.

Tenants may request to book events outside of Standard Operating Hours starting as early as 6:00 a.m. and ending as late as 8:00 p.m., Monday - Friday. Requests to book outside Standard Operating Hours are reviewed and approved on a case-by-case basis.

### CATERING HOURS

When making a reservation, tenants must budget time for setup and clean up. This includes catering. Catering partners cannot arrive before the reservation begins and must completely load out before the reservation ends.

### ACCEPTABLE EVENTS

The conference center is designed for business related events. Please refrain from reserving space in the conference center for social or personal events including but not limited to birthday parties, baby showers, happy hours, and sports watching events.

Management reserves the right to deny a reservation if the event does not comply with the conference center Terms of Service. Post-meeting receptions are acceptable if all other requirements are met. If necessary, contact the Management staff to confirm your event complies before reserving space.

## FOOD & ALCOHOL POLICY

Serving alcohol is not permitted in the conference center. Exceptions may be made on a case-by-case basis, but explicit written permission from Columbia Property Trust is required. If permitted, a full-service caterer must be contracted to provide licensed bartenders to serve alcohol. Proof of liquor license and a Certificate of Insurance (COI) will be required as well. Homemade foods are not permitted in the conference center. All food served in the conference center must be prepackaged or professionally prepared.

## CANCELLATION POLICY

It is preferred that meeting space reservations be canceled up to two (2) full business days before the beginning of the event.

Modifications to meeting space needs made less than two (2) business days in advance are not guaranteed.

## FACILITY OVERVIEW

### CONFERENCE CENTER ACCESS

The conference center doors are always locked except during scheduled events.

Please contact the Building Management team for access before or after your scheduled event.

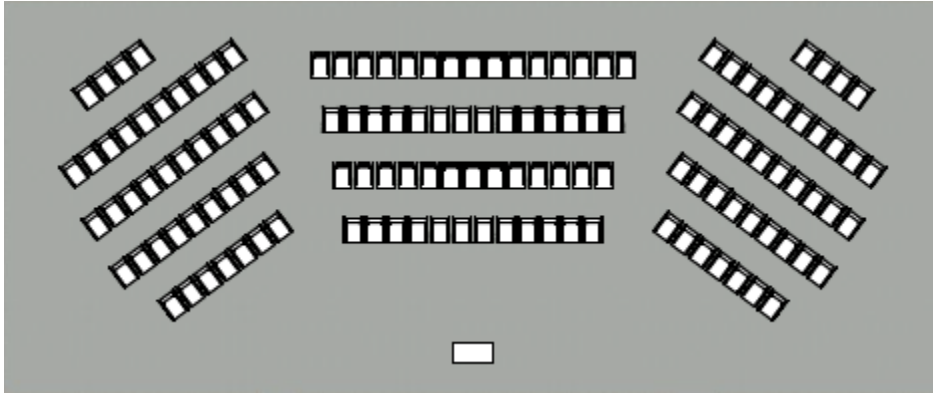
### CONFERENCE CENTER MAP



## ROOM DETAILS

CONFERENCE CENTER (not divided)

Standard Layouts



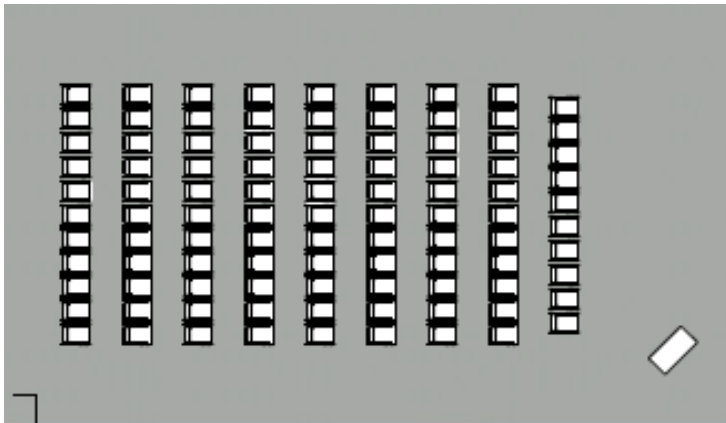
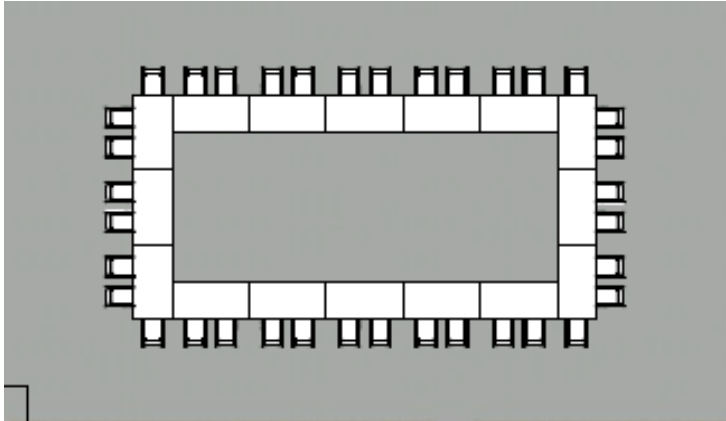
## FEATURES

- Approximately 140-person maximum capacity
- 123" wide format in-ceiling electric screen
- Ceiling mounted projector and speakers
- Wall mounted interface and touch panel for presentations

Occupancy Limit: 150 occupants

## LARGE CONFERENCE ROOM

### Standard Layouts



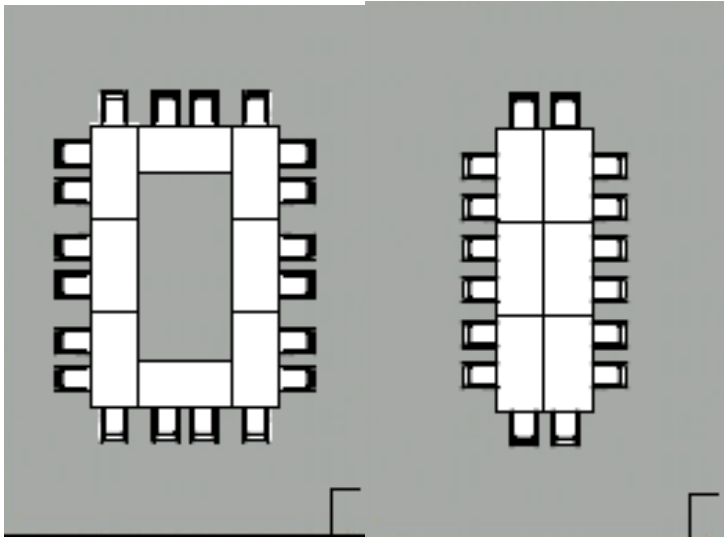
### FEATURES

- Approximately 104-person maximum capacity
- 123” wide format in-ceiling electric screen
- ceiling mounted projector and speakers
- wall mounted interface and touch panel for presentations
- sound attenuating vertical folding partition

Occupancy Limit: 106 occupants

## SMALL CONFERENCE

## Standard Layouts



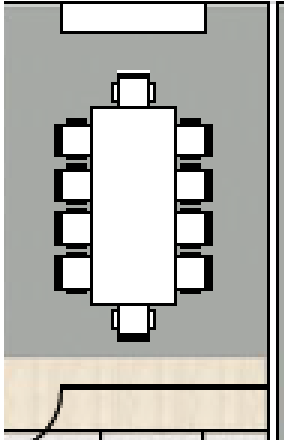
## FEATURES

- Approximately 44-person maximum capacity
- 113” wide format in-ceiling electric screen
- Ceiling mounted microphone
- Ceiling mounted projector and speakers
- Wall mounted interface and touch panel for presentations
- Sound attenuating vertical folding partition

Occupancy Limit: 44 occupants

## BOARDROOM

### Standard Layouts



### FEATURES

- 65" LED HDTV
- Wall mounted camera
- Tabletop web conferencing system

Occupancy Limit: 19 occupants

### CATERING KITCHEN

Located adjacent to the conference center and the boardroom the catering kitchen is equipped with a commercial sized refrigerator and provides ample storage to prepare for your event/meeting.

## LOADING DOCK INSTRUCTIONS

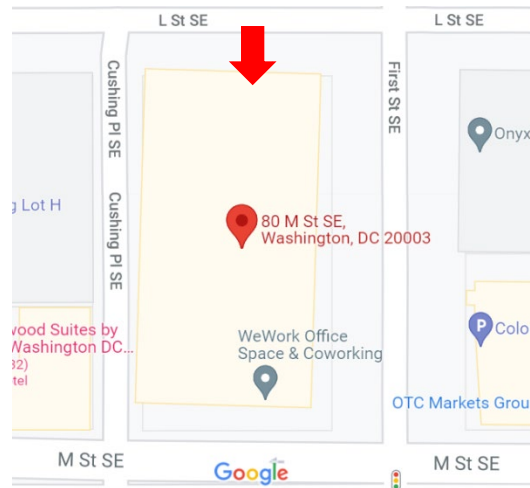
Extract this page and send to any caterers or vendors who may need to access the loading dock for deliveries related to your event.

### PHYSICAL ADDRESS:

80 M Street SE  
Washington DC 20003

### DIRECTIONS:

The 80 M loading dock is located on L Street SE between Cushing Place and First Street. L street is two-way traffic. Once the vendor arrives, they will check-in with the security personnel located in the security guard booth directly on the Loading Dock who will provide any necessary access.



### HOURS:

The loading dock is open from  
8:00am-6:30pm Monday-Friday.

Weekend deliveries must be scheduled in advance.

## RESERVATION SYSTEM

### MAKING A RESERVATION

There are two ways that tenants may make reservations for the Conference Center at 80 M Street.

Option 1: Tenants may request a Conference Center Application from the Management office. The tenant must complete and submit no later than two (2) days prior to the event. The Management office will then coordinate with the point of contact to discuss next steps.

Option 2: Any user with an authorized Building Engines account can reserve space in the conference center.

Navigate to [www.buildingengines.com/login](http://www.buildingengines.com/login).

You will be prompted to provide your Username and Password (provided to you by a member of your property management staff):

1. Navigate to the Resource Schedule tab from your Tenant Homepage
2. View available building resources in the left panel, as well as a full-page calendar with toggles for month, week, day, and today.
3. Click Create Reservation to schedule a new event.
4. Select a resource from the dropdown. Provide all required request details, name the event, and select a date and time, and click 'Save' to complete the resource reservation request.
5. Once your reservation request has been saved, your event will appear on the calendar between the start and end dates you have selected. The calendar will also display any other tenant reservations for the space to prevent duplicate bookings.
6. Your request will be placed into 'Pending' status. The Management Team will review your request.

### EDITING OR CANCELING AN EXISTING RESERVATION

Standard users can only edit or cancel their own reservations while Admins can modify any reservation made by users in their organization.

To modify or cancel:

1. Navigate to the Resource Schedule tab from your Tenant Homepage.
2. Open your confirmed resource reservation.
3. Make appropriate modifications and Click 'Save'

## SUPPORT TEAM

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