

ADDENDUM
Conference Room Rules
(as of 4/1/2023)

- 1) Conference rooms must be reserved online by Lessee prior to use. Each Lessee is provided an access password to this calendar, within the Member Portal, which can be accessed through a web browser or the Caddo app.
- 2) \$400 of reservation credits per month for Office Members, \$160 of reservation credits per month for Social Members.
- 3) Lessor reserves the right to control, or remedy conference room scheduling at any time.
- 4) Regular size conference rooms require \$20 credit per hour use (subject to change); the large conference rooms require \$40 credit per hour use (subject to change).
- 5) Lessee may only book one conference room at a time.
- 6) Lessee may use 12 hours per week, 40 hours per month.
- 7) Lessee may use a maximum of 8 hours of consecutive use.
- 8) Unauthorized use or occupancy (e.g., occupancy without a reservation) of a conference room is not permitted and will result in conference room credits being charged double the standard hourly rate.
- 9) Non-business meeting uses are prohibited.
- 10) Lessee must be physically present during conference room use. conference room use must pertain to Lessee's business.
- 11) Lessee shall leave conference room clean and orderly after use. A cleaning fee (\$50 minimum) will be invoiced to Lessee responsible for conference rooms left with full garbage cans or in a disorderly, unclean or damaged condition.
- 12) Activity and noise must not spill into common areas as a disruption.
- 13) Conference rooms are available for booking at all Caddo Office Locations.
- 14) Lessee may book conference rooms only up to 60 days in advance.
- 15) Bookings must be cancelled 24 hours in advance to retain credits.
- 16) Any unused conference room credits in any given month do not roll forward to the next month.