

Conference Facility Rules and Regulations

The following rules and regulations are applicable to the conference center at 851 Duportail Road comprised of the rooms known as Boardroom, Town Hall North, and Town Hall South (the “Conference Facility”) and User’s use thereof. These rules apply to all users and may be supplemented and/or amended periodically.

1. Permission. Prior to reservation and use of the facility, User’s organization must have a fully executed and valid Conference Center Agreement on file with Owner.
2. Use. Users shall use the Conference Facility solely for general business conference purposes and uses incidental thereto, and for no other purpose unless approved in writing by Owner in its sole discretion. Users shall occupy only such room(s) within the Conference Facility, and solely at such times, that have been reserved for such use through Owner’s booking system. Users shall comply (and cause all vendors to comply) at all times with all governmental laws, rules, statutes, ordinances and regulations applicable to the Conference Facility and shall not misuse or use the Conference Facility in any manner that will cause damage. Users shall not tamper with or remove any equipment from the Conference Facility. Users shall not make any alterations or installations in or to the Conference Facility, or any portion thereof, including taping or tacking of any material to the walls.
3. Clothing. Appropriate business attire shall be worn at all times.
4. Conduct. Any conduct that unreasonably interferes with the use or enjoyment of the Circuit amenity center at 851 Duportail Road (the “Building”) by others or disrupts or interferes with normal, safe, orderly and efficient operation is strictly prohibited. Audio equipment may be used provided the same is not audible from outside of the Conference Facility.
5. Smoking. Smoking of any kind or consumption of tobacco products is strictly prohibited in the Conference Facility and in or around the Building.
6. Food and beverage. Food and beverage services to be provided solely by Owner’s on-site food service provider, Culinary, Inc. User may contact Culinary, Inc. directly at (610)232-7551 for coordination and planning. ***Alcohol is strictly prohibited unless provided by a caterer in possession of the applicable liquor license as required by the State of Pennsylvania, and who is approved in writing in advance by Owner.***
7. Notices, Complaints or Suggestions. Users must immediately notify Owner if they discover unsafe or hazardous conditions relating to Conference Facility or any equipment located therein. Complaints or suggestions regarding the operation, maintenance, services and equipment at the Conference Facility should be directed to RPO Property Management, LLC at (610)640-1400 or by email to Circuit@RPOperations.com.
8. Maintenance. No user may leave litter, trash, debris or articles of clothing at the Conference Facility. Any personal property left at the Conference Facility will be discarded nightly.
9. Emergency. In the event of an emergency, users must evacuate the Building. No emergency generator is provided.
10. Authorization. By confirmation of reservation, User is accepting these Rules and Regulations. It is understood and agreed that User has the authority within User’s organization to approve of these Rules and Regulations and to authorize payment as outlined below.

Town Hall South OR Town Hall North

Tenant shall pay a fee of One Hundred Fifty Dollars (\$150) per four hours of use or Three Hundred Dollars (\$300) per day for use of **EITHER** Town Hall South **OR** Town Hall North.

Town Hall South and North - Combined Room

Tenant shall pay a fee of Four Hundred Dollars (\$400) per day for use of the **COMBINED** Town Hall North and Town Hall South.

Boardroom

Tenant shall pay a fee of One Hundred Dollars (\$100) per four hours of use or Two Hundred Dollars (\$200) per day for use of the Boardroom.