

The Conference Center Guidebook



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POLICY SUMMARY

RESERVATION POLICY

- The Conference Center operates on a first-come, first-served basis, and is only available to tenants in the building.
- Reservations may be made up to 3 months/ 90 days in advance.
- The Conference Center (in its entirety) reservations may not exceed 3 consecutive days. Exceptions will be considered on a case-by-case basis.
- There is no limit on usage frequency; however, standing (recurring) reservations are not permitted.
- There is no fee for standard use of the facility.
- If set-up, cleaning, technical services, engineering, Property Management/ Concierge, security services, or weekend hours are requested, those services will be billed directly to the tenant.
- Tenants must request reservations for The Conference Center and its rooms during Standard Operating Hours online, pending availability on tenant work order system, Building Engines.
- Reservations sent via email will not be accepted.
- All reservations are subject to Property Management/ Concierge approval in Building Engines. A reservation is not confirmed until a confirmation email has been received

STANDARD OPERATING HOURS

8:00 AM to 6:00 PM Monday to Friday, Saturday & Sunday meetings will be considered on a case-by-case basis.

EXTENDED HOURS

Monday - Friday, 6:00 AM to 8:00 AM and 6:00 PM to 10:00 PM

Tenants may request to reserve The Conference Center during Extended Hours.

CATERING HOURS

When making a reservation, tenants must budget time for setting up and cleaning. This includes catering. Catering vendors 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 and meetings. Please refrain from reserving The Conference Center for personal events.

Property Management/ Concierge reserves the right to accept or deny a reservation.

FOOD & ALCOHOL POLICY

A full-service caterer must be contracted to provide licensed bartenders to serve alcohol. Proof of liquor license and a Certificate of Insurance (COI) submitted to Property Management/ Concierge at least twenty-four (24) hours prior to the event is required.

CANCELLATION POLICY

Meeting space reservations must be canceled at least two (2) full business days before the beginning of the event.

FACILITY OVERVIEW

THE CONFERENCE CENTER ACCESS

The Conference Center doors are always locked, except during scheduled events/ reservations. During a reservation, it is open and accessible to building tenants and their approved guests through the Kastle card system. Guests will need to be registered through Kastle Visitor Management in accordance with the building's standard procedure.

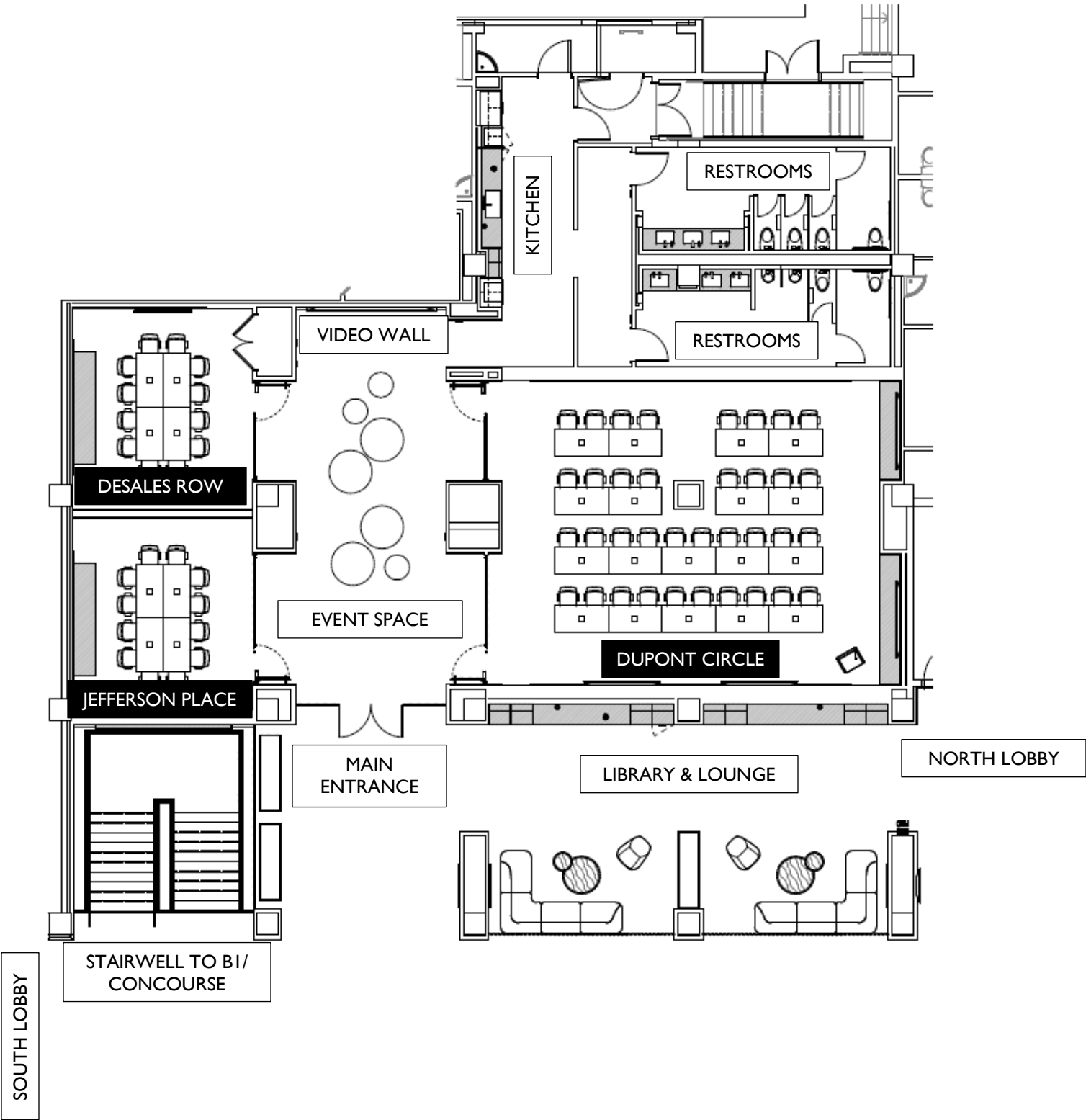
Contact the Concierge for access before or after your scheduled event/ reservation

THE CONFERENCE CENTER MAP

The Conference Center at 1800 M features three configurable conference rooms and an interconnecting event space with a total maximum occupancy of 142. Each individual room includes the following:

- Rolling tables and chairs (quantities vary by room configuration)
- Large-format display screens with multiple HDMI connections
- Built-in video conferencing technology with camera system
- High-speed wireless internet
- Handheld and lapel microphones available upon request

THE CONFERENCE CENTER MAP



ROOM DETAILS

The Conference Center can be arranged in various layout configurations. Please indicate your preferred layout when submitting your reservation.

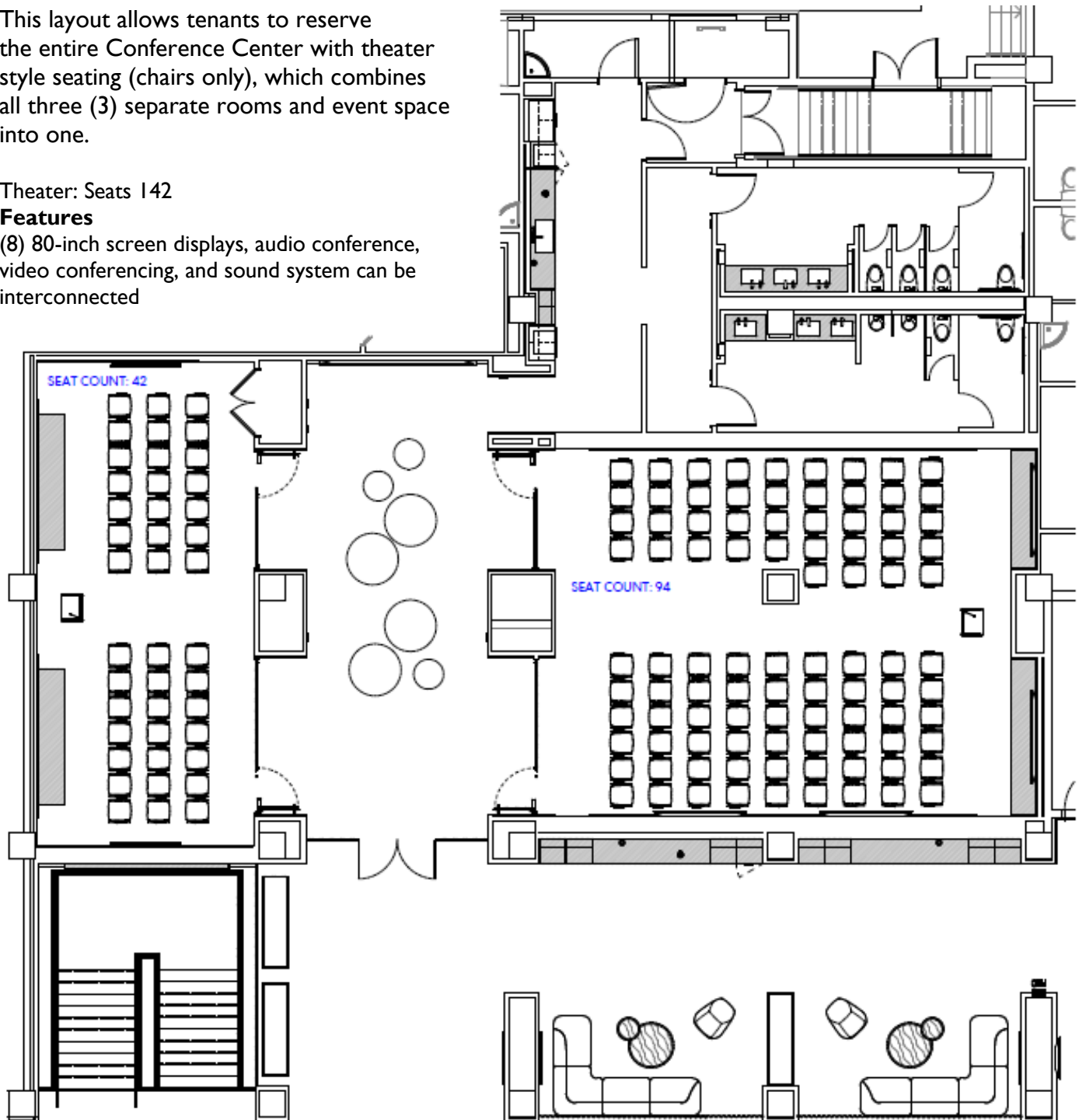
ENTIRE CONFERENCE CENTER

This layout allows tenants to reserve the entire Conference Center with theater style seating (chairs only), which combines all three (3) separate rooms and event space into one.

Theater: Seats 142

Features

(8) 80-inch screen displays, audio conference, video conferencing, and sound system can be interconnected



Dupont Circle (Large Conference Room)

The Conference Center's large multi-purpose room is known as "Dupont Circle," with 4 layout options.



Standard Layouts

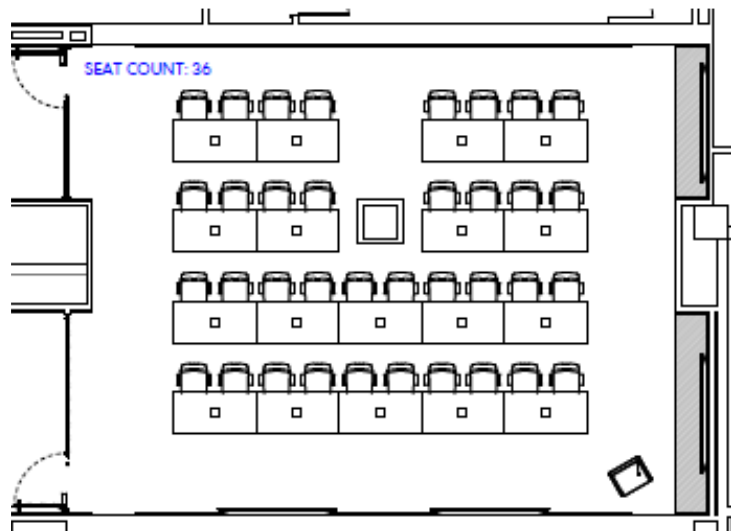
- Option 1 - Classroom: Seats 36
- Option 2 - Theater: Seats 100
- Option 3 - Theater: Seats 94
- Option 4 - Boardroom: Seats 40

Features

(4) 80-inch screen displays, audio conference, video conferencing, wireless presenting, HDMI presenting, podium, handheld and lapel microphones

Option 1 - Classroom: Seats 36

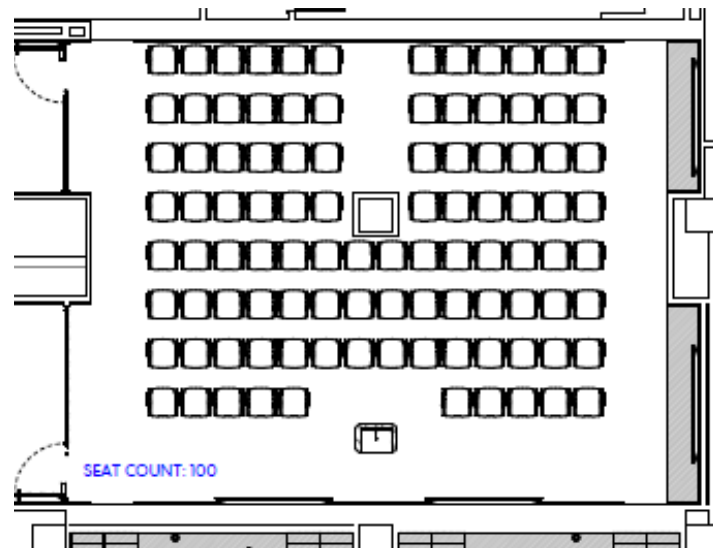
Orientation toward Lobby wall – 18th Street



Option 2 - Theater: Seats 100

Podium at front of room

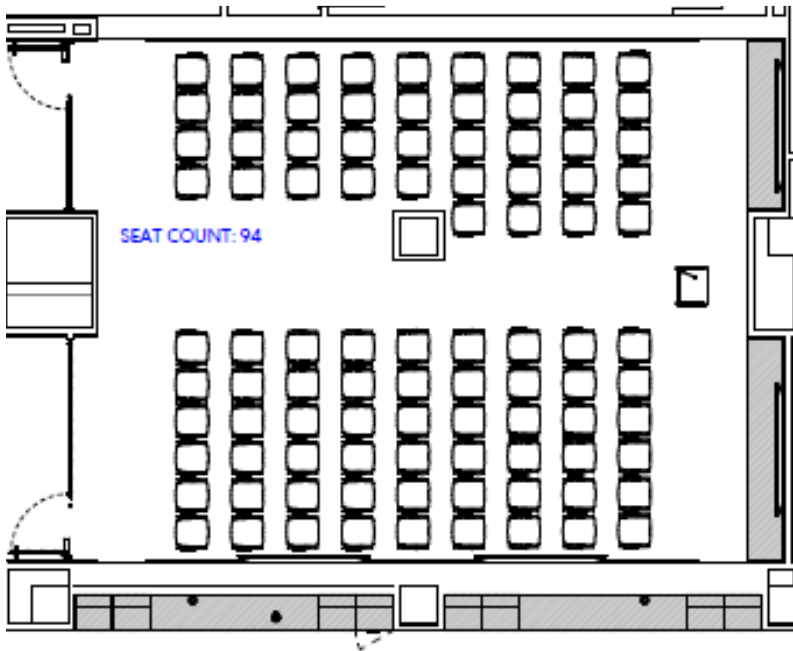
Orientation toward Lobby wall – 18th Street



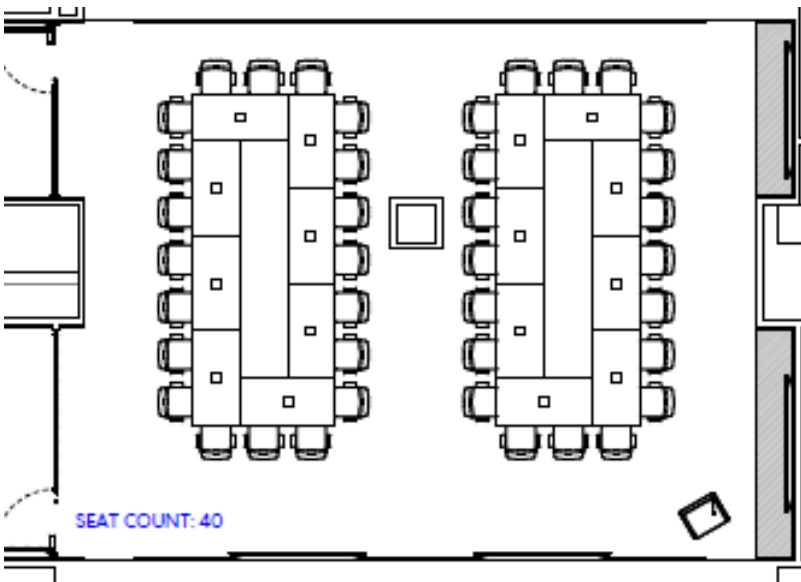
Option 3 - Theater: Seats 100

Podium at front of room

Orientation toward North Lobby – M Street



Option 4 - Boardroom: Seats 40



Desales Row and Jefferson Place

Desales Row and Jefferson Place conference rooms can be divided into two smaller rooms for separate meetings or reserved together as one combined larger space when available. The rooms are separated by a moveable, soundproof Skyfold wall. When the Skyfold is in place, the AV for each room is controlled by the touch panel mounted next to the display in that specific room.



Standard Layouts

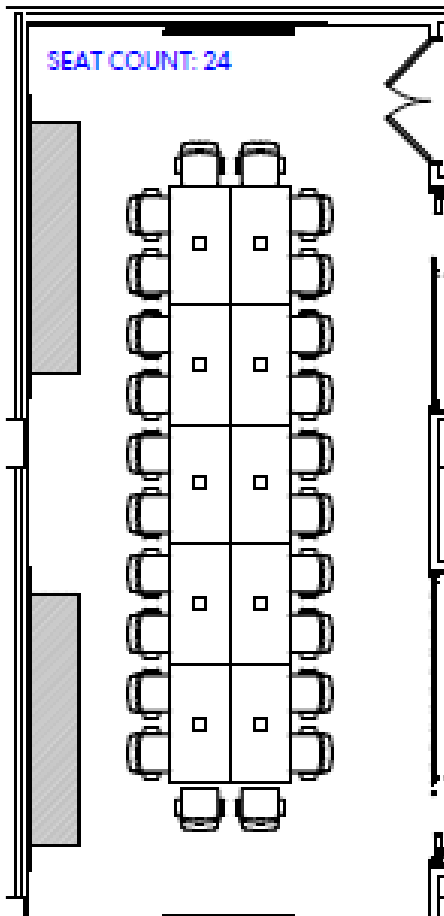
- Boardroom Divided: Each Seats 12
- Option 1 – Boardroom: Seats 24
- Option 2 – Theater: Seats 36
- Option 3 – Theater: Seats 42

Features

(2) 80-inch screen displays per room, audio conferencing, video conferencing, wireless presenting, HDMI presenting

Option 1 - Boardroom: Seats 24

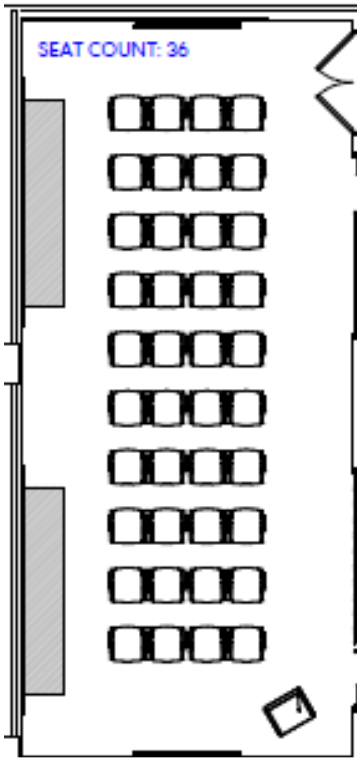
In this configuration, the wall mounted touch panel in Desales Row or Jefferson Place conference room controls the A/V in both rooms.



Option 2 - Theater: Seats 36

Podium at front corner of Jefferson Place conference room

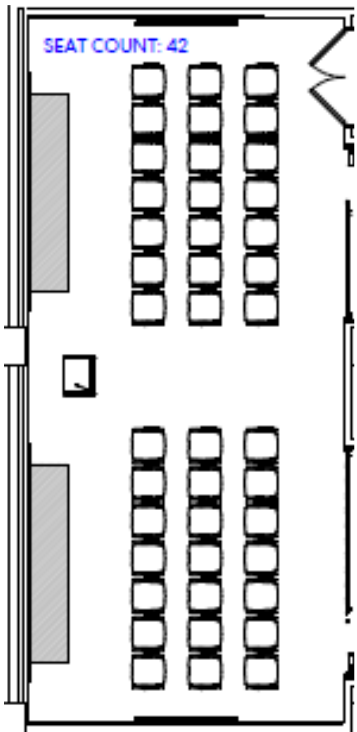
Orientation toward Lobby wall – 18th Street for theater style seating.



Option 3 - Theater: Seats 42

Podium located in between Desales Row and Jefferson Place conference rooms

Orientation toward South lobby – alley for an alternative theater style seating



Video Wall



Features

High resolution digital display that supports visual content. Ability to feature tenant branding, logos, and custom messaging for events and announcements. Video wall can also connect to HDMI for meetings, media, or other content to be displayed. Sound system is connected for any sound associated with content to be easily played. Microphone capability, and are available upon request.

Warming Kitchen

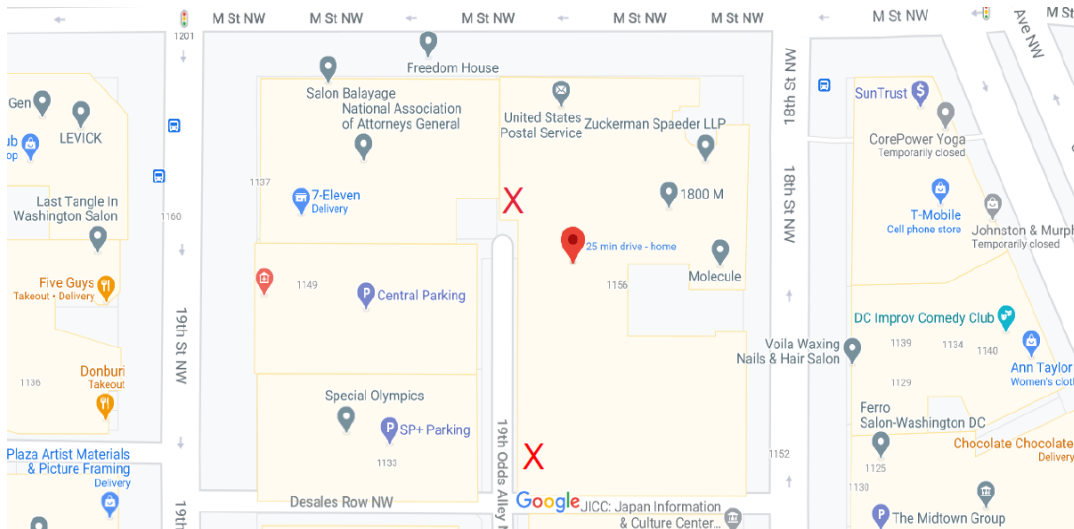


Features

Fully equipped pantry area with (2) microwaves, a refrigerator, sink, and coffee station. Designed to support catering set-ups and a functional area for food and beverage service during meetings and events.

LOADING DOCK INFORMATION

Detailed loading dock instructions are available for all vendors and caterers assisting with your event/meeting. Reservations for the loading dock need to be made in Building Engines in accordance with standard building procedures. Caterers and vendors are permitted to load/unload vehicles in the loading dock but must find alternative parking for the duration of the event. Loading dock space availability is at the discretion of security.



PHYSICAL ADDRESS:

1800 M Street NW, Washington, DC 20036

DIRECTIONS:

The North and South loading docks are accessible off 18th or 19th Streets through the alleyway. There is a clear pathway from the loading dock through the service corridors and directly through the freight elevator to the main lobby.

Once the vendor arrives, they will check in with security personnel located at the front desk, who will provide any necessary access.

Please note all deliveries, including catering, need to be delivered via the loading dock and freight elevators.

RESERVATION SYSTEM

MAKING A RESERVATION

Any tenant employee with an authorized Building Engines account can reserve space within The Conference Center.

Navigate to www.buildingengines.com/login.

You will be prompted to provide your Username and Password.

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 Property Management/ Concierge Team will review your request.
7. **IMPORTANT: After submitting your request, please complete and sign the I800 M Conference Center Reservation Application by either:**
 - Document Link – [CLICK HERE](#)
 - Send signed PDF via email to the Property Management/ Concierge Team at Lucca.Cabrera@columbia.reit and I800M@columbia.reit.
8. A confirmation email will be sent once the Property Management/ Concierge Team reviews and approves 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'.

CONTACT INFORMATION

Property Management/ Concierge Office Contact Information:

Columbia Property Trust
1800 M Street, NW
Suite GR11
Washington, DC 20036

The Property Management/ Concierge office is located on the South Tower off the Main Lobby.

Main Office/Security Guard Number available 24 hours a day, 7 days a week: (202) 452-1800
Security Roving Guard Cell Phone Numbers: (202) 507-1289; (202) 507-1233

Management Office Hours of Operation:
Monday – Friday: 8:30 AM to 5:30 PM
Closed: Saturdays, Sundays, and Holidays

Property Management/ Concierge Team

- Lucca Cabrera, Concierge
Email: Lucca.Cabrera@columbia.reit
- Lakechia Jackson, Assistant Property Manager
Email: Lakechia.Jackson@columbia.reit
- Benita Bhatt, Property Manager
Email: Benita.Bhatt@columbia.reit
- Stacy McMahon, Director
E-mail: Stacy.McMahon@columbia.reit
- 1800 M Management Team Email Address:
E-mail: 1800M@columbia.reit

Engineering Team

- Tim Eagney, Assistant Chief Engineer
- Randi White, Building Engineer
- Blake Jones, Building Engineer
- Andrew Leung, Maintenance Technician

RULES & REGULATIONS

THE CONFERENCE CENTER RESERVATIONS

- All 1800 M Street amenity spaces are reserved for tenant company functions only.
- A signed 1800 M Conference Center Reservation Application is required and must be on file with Property Management/ Concierge forty-eight (48) hours prior to event date.
- Reservation requests must be submitted through Building Engines. Reservations will not be accepted via email. Reservations are on a first-come, first-served basis.
- Reservations will be accepted at a maximum of ninety (90) days before the planned event date.
- The Conference Center (in its entirety) reservation may not exceed 3 consecutive days. Exceptions will be considered on a case-by-case basis.
- There is no limit on usage frequency; however, standing (recurring) reservations are not permitted.
- Property Management/ Concierge reserves the right, at any time, to deny reservations to any Tenant or group who do not adhere the Conference Center Rules and Regulations.

HOURS OF OPERATION AND USAGE

- The Conference Center is available for reservations to Tenants and their visitors, during regular building business hours, Monday – Friday from 8:00 AM – 6:00 PM.
- The Conference Center may be reserved during Extended Hours (6:00 AM – 8:00 AM, and 6:00 PM – 10:00 PM) with prior approval from Property Management/ Concierge. Saturday and Sunday reservations will be considered on a case-by-case basis, and a tenant representative must be onsite for any Extended Hours and weekend meetings/ events.
- Tenants must be onsite to receive all deliveries, as Property Management/ Concierge/Concierge will not be responsible for the receipt of any deliveries.
- Any items brought into the Conference Center need to go through the loading docks, and may not be brought via lobby entrances. Caterers and other vendors must utilize the loading docks for all deliveries. Delivery/removal should be coordinated via the loading dock and service elevator.
- No items may be attached to the Conference Center walls, or doors.
- Please see Exhibit “A” for associated fees for additional costs for HVAC services and after-hours associated fees.

CANCELLATIONS

- For reservation cancellations, please delete the reservation from Building Engines at least forty-eight (48) hours in advance of the event.

SECURITY

- Property Management/ Concierge will not be responsible for articles left in any area of the Conference Center. All personal property must be removed at the end of each reservation.

BUILDING STAFF

- Reservations and after-hours events may require the presence of a building engineer and/or security at the expense of the Tenant. The need for building staff is at Property Management/ Concierge's discretion.
- Please see Exhibit "A" for associated fees.

LIABILITY

- Certificate of Insurance and certified liquor license must be submitted to the building Concierge no later than forty-eight (48) hours before the event if alcohol is served. Alcohol consumption is not permitted without a certified liquor license from a professional caterer.
- COI requirements must be met for reservation/ event to be approved. COI requirements will be provided by Concierge.
- Tenant will be liable for any damages to the Conference Center, including furniture, equipment, etc.
- Live music entertainment is prohibited without prior written approval. Please include on the Conference Center Reservation Application.
- Any live music entertainment or music on speakers shall be kept at a reasonable volume.
- Any open flames are prohibited.
- Tenant shall not cook or permit any cooking in the Conference Center, except for microwave cooking and use of coffee machines by Tenant's employees for their own consumption. Tenant shall not cause or permit any unusual or objectionable odor to be produced upon or emanate from the Conference Center.

CLEANING

- Trash and general cleaning are provided during business hours (Monday – Friday, 7:00 AM – 5:00 PM). Excessive trash and/or additional cleaning required may be charged to Tenant at Property Management/ Concierge's discretion.
- Tenant shall be responsible for cleaning fees associated with Conference Center Extended Hours use as outlined Exhibit "A."
- Please see Exhibit "A" for associated fees and charges.

SERVICES PROVIDED

- Wifi is provided as a courtesy to Tenants and guests. Please refrain from streaming or downloading large files or large amounts of data. Downloading illegal or inappropriate content is strictly prohibited and usage rights may be permanently revoked.
- Furniture located within the Conference Center may not be relocated or removed.

OCCUPANCY

- Total Conference Center occupancy shall not exceed 142 occupants. Individual room capacities vary based on configuration and layout; please refer to the applicable floor plan for room-specific seat counts.

EXHIBIT A: FEE SCHEDULE

Events scheduled after 6:00 PM, and weekends will incur additional operational fees:

Cleaning Fee	Approximately \$400
After-Hours Concierge Fee	\$43.00/hr
After-Hours Engineering Fee	\$58/hr
Overtime HVAC Fee	\$75.00/hr
Security Fee	Approximately \$400

*All fees are subject to change. Tenants will be notified accordingly.



1800 M Conference Center Reservation Application

The undersigned _____ (name) who is a tenant of _____ (company) hereby requests permission to hold the special event as set forth below:

Name: _____ Phone Number: _____

Email: _____

Event Date: _____

Arrival Time for Set Up: _____ Event Start Time: _____

Event End Time: _____ Number of Guests: _____

Event Type:

A. Conference ☐

B. Meeting ☐

C. Social ☐

D. Other (please specify) ☐ _____

Specific Conference Room Requested:

- 1) Entire Conference Center Space ☐
- 2) Dupont Circle (Large Conference Room) ☐ - *If checked, please select Room Layout Option*
- 3) Desales Row (Small Conference Room near Video Wall) ☐
- 4) Jefferson Place (Small Conference Room near Entrance) ☐
- 5) Desales Row/Jefferson Place Combined ☐ - *If checked, please select Room Layout Option*

Room Layout Selection for Dupont Circle (Large Conference Room):

- ☐ Option 1 - Classroom ☐ Option 2 - Theater ☐ Option 3 - Theater (different orientation)
☐ Option 4 – Boardroom

Room Layout Selection for Desales Row/Jefferson Place (Conference Rooms combined):

- ☐ Option 1 - Boardroom ☐ Option 2 - Theater ☐ Option 3 – Theater (different orientation)

If a different room configuration is needed, please specify: _____

Will you have catering? ☐ Yes ☐ No

Will your event be serving alcohol? ☐ Yes ☐ No

Any other additional services: ☐ Yes ☐ No If yes, please specify: _____



1800 M Conference Center Reservation Application

***Please note:** All catering must be confirmed no later than forty-eight (48) hours with a valid COI provided by the caterer, before your event.

Conference Center is open from 8:00 AM to 6:00 PM Monday to Friday. Extended Hours are 6:00 AM – 8:00 AM, and 6:00 PM – 10:00 PM, Monday to Friday. Saturdays/Sundays considered case by case.

Conference Center Preferred Caterers/Vendors: Contact Concierge for additional information.

Prior to your event, you will be required to provide a guest list for the Concierge. On the day of your event, you must have a staff member in the lobby to assist with guest arrivals. Security will not be responsible for directing guests to your event.

Events scheduled after 6:00 PM, and weekends will incur additional operational fees:

Cleaning Fee	Approximately \$400
After-Hours Concierge Fee	\$43.00/hr
After-Hours Engineering Fee	\$58/hr
Overtime HVAC Fee	\$75.00/hr
Security Fee	Approximately \$400

*All fees are subject to change. Tenants will be notified accordingly.

Cancellation of Reservation:

Cancellations must be made within forty-eight (48) hours. Cancellation of a reservation by the Tenant must be made in writing by submitting cancellation in Building Engines.

I acknowledge and agree that I have read and understand the 1800 M Conference Center Guidebook and Rules & Regulations.

TENANT

By: _____

Name: _____

Title: _____

Date: _____