

**GALLERIA CONFERENCE CENTERS
RULES AND REGULATIONS**

1. Conference centers are available in the Galleria 100, 200, 300, 400 and 600 office buildings for tenants to reserve for business use. Due to the limited availability of conference facilities, we cannot allow the rooms to be reserved for personal use (including birthday parties, showers, "Mary Kay" parties, etc.). **For reservations, please call Galleria Tenant Services at (770) 859-1250 or email CK.Services@childressklein.com. You will receive a written confirmation from Galleria Property Management. No reservation shall be considered confirmed until an email verifying the reservation is sent to the tenant by Galleria Tenant Services.**
2. The size/configuration of each of the Conference Centers is as follows:
 - Galleria 100 Conference Center (11th Floor): 12 upholstered chairs + 8 stacking chairs
 - Galleria 200 Conference Center (1st Floor): 18 upholstered chairs + 12 stacking chairs
 - Galleria 300 Conference Center (1st Floor): 18 upholstered chairs + 12 stacking chairs
 - Galleria 400 Conference Center (1st Floor): 18 upholstered chairs + 10 stacking chairs
 - Galleria 600 Conference Center (1st Floor): 16 upholstered chairs + 10 stacking chairs
3. Tenants may schedule conference centers up to 60 days in advance. Each tenant may reserve only one conference center per day. No tenant may reserve any conference center or combination of conference centers for more than two consecutive days.
4. Be sure to reserve enough time for your meeting, including time needed for set up and clean up. Meetings that run over the scheduled time will be asked to honor the reservation schedule.
5. If you do not plan to use a conference center for which you have a reservation, please notify Galleria Tenant Services so we may cancel your reservation and make the center available to other tenants.
6. Access to conference centers will be provided by the lobby security officer at the time of your reservation.
7. A TV, DVD player, overhead projector, and flip chart or white board are located in each conference center, as well as a digital speakerphone, free WIFI and a DSL internet connection.
8. Galleria 100, 300, 400 & 600 WIFI access: Select "**Galleria Guest**". There is no password, but you will need to open your browser and accept the terms & conditions. The WIFI may time-out if you are using it for an extended period, so you might have to accept the terms again.
9. Galleria 200 WIFI access: Select "**Galleria 200 Conference Center**". It is password protected with password "**Galleria200**".
10. A coffeemaker and icemaker are available in each conference center for tenant use.
11. No furniture or equipment (i.e., TV, DVD player, chairs) is to be removed from any conference center at any time. All furniture and fixtures must remain in place. Conference tables are not to be taken apart, with the exception of Galleria 300, which can be separated into six smaller tables. Any stacking chairs that are used must be returned to the storage area upon completion of the meeting.
12. Please refrain from taping charts, maps, etc., to artwork or directly to the walls.
13. The tenant will be responsible for cleaning off the table and placing any trash in waste receptacles after the meeting. **If the conference center is left in a messy condition, the tenant will be charged a minimum of \$50.00 for housekeeping services.**
14. The conference center direct dial telephone numbers are as follows:

Galleria 100	(770) 818-4319	Galleria 400	(678) 744-0374
Galleria 200	(770) 226-5420	Galleria 600	(770) 818-4361
Galleria 300	(770) 818-4322		