



FLAGSHIP ENTERPRISE CENTER, INC

VISITOR AGREEMENT

CONFERENCE ROOM RULES AND REGULATIONS

These Conference Room Rules and Regulations ("Conference Rules") shall apply to all Visitors of the Flagship Enterprise Center for the use of Flagship Enterprise Center conference room facilities located at 2701 Enterprise Drive, Anderson, In 46013 (the "Flagship Enterprise Center Facility").

For purposes of these Conference Rules, the term "Visitor" means any person or group not related to the Virtual Clients and Tenants of Flagship Enterprise Center.

1. For the safety and security of Flagship Enterprise Center staff, Visitors access to certain areas during business hours, will be restricted. Any Visitors who wish to access secured areas must have a proper Visitor badge displayed and each visitor **MUST** be escorted at all times while in the building.
2. Subject to availability, Visitors will have access to conference rooms and other common areas within the Flagship Enterprise Center Facility during normal operating hours (**7:45am – 5:00pm**) unless with prior written approval from Flagship Enterprise Center. If you are catering, etc. you must adhere to these rules. Visitors may schedule use of Flagship Enterprise Center conference rooms and other common areas with reasonable advance notice to designated Flagship Enterprise Center personnel, subject to availability and other factors, as determined by Flagship Enterprise Center. All requests **MUST** include the number of people expected to attend, whether or not there will be food service, and any special equipment or services required.
3. Conference Room reservations are made on the following basis: Flagship Enterprise Center Staff and Tenants have first rights to reserve a conference room; Virtual Clients have second rights and Visitors have rights of availability after the prior parties needs have been addressed.
4. Flagship Enterprise Center management reserves the right to change the location, use and time of use of any conference room at any time. Flagship Enterprise Center management may cancel any meeting with a minimum of 24 hours notice.

5. The Flagship Enterprise Center does not maintain a large inventory of audio-visual equipment. All parties wishing to borrow any audio-visual equipment should make the request for such equipment at the time the conference room is reserved; every attempt will be made to honor such requests. All parties will be required to "sign out" audio-visual equipment and each individual party will be responsible for replacement of such equipment should the equipment become lost, damaged or stolen. NO EQUIPMENT SHOULD LEAVE THE BUILDING AT ANY TIME.
6. Any requests for copies a charge of 03 cents for black and white and 10 cents for color, also postage, etc. will be charged to the requesting party.
7. Parking for Visitors and their guests is available in the front and along side of the building. Handicapped parking is also available.
8. Visitors are responsible for using all common areas, including conference rooms, appropriately and in accordance with Flagship Enterprise Center policies and procedures. Visitors must set-up all conference rooms on their own for their own use. Following use of conference rooms or other space within the Flagship Enterprise Center Facility, Visitors shall ensure that the space is in the same clean condition as prior to the Visitors use. Failure to do so shall result in a charge of \$500 levied against the Visitor who fails to clean the area used.
9. For Visitors, there is a nominal room use charge of \$250 for conference room's "A" and "B". All other conference rooms are \$100 per day. This charge applies regardless of the time spent in the room.
10. All guests visiting the Flagship Enterprise Center are required to register at the reception area and must be attended at all times by the Visitor. At no time will Visitors or guests be allowed in restricted areas of the Flagship Enterprise Center Facility.
11. Visitors and their guests must limit food and drink to designated areas within the Flagship Enterprise Center Facility. Alcoholic beverages are not permitted within the Flagship Enterprise Center Facility without prior written approval from Flagship Enterprise Center.
12. The Flagship Enterprise Center Facility is a non-smoking building. Smoking or carrying a lit tobacco product is prohibited within the Flagship Enterprise Center Facility and within fifteen feet from any entrance to the Flagship Enterprise Center Facility.
13. Tenant Spaces within the Flagship Enterprise Center Facility are private and no unauthorized Visitor shall be permitted to enter or remain in any Tenant Space without the express invitation or permission of the applicable Tenant. Violation of this policy may result in removal from the building of any unauthorized person and any other appropriate action as determined by Flagship Enterprise Center.
14. No Visitor will block or restrict access to any sidewalks, entrances, driveways, passages, elevators, stairways, halls or other areas of the Flagship Enterprise Center Facility.
15. All areas and fixtures within the Flagship Enterprise Center Facility will be used only for the purpose for which they were designed or constructed and the expense of any

breakage, stoppage, or damage resulting from violation of this rule will be borne by the Tenant or Client whose employees, agents or visitors caused it.

16. Canvassing, peddling, soliciting and distribution of handbills or any other written materials within the Flagship Enterprise Center Facility are prohibited unless with Flagship Enterprise Center prior written approval, and Visitors will cooperate with Flagship Enterprise Center to prevent the same.
17. Flagship Enterprise Center may waive any one or more of these Building Rules for the benefit of any particular Visitor, but any such waiver by Flagship Enterprise Center shall neither be construed as a waiver of any Building Rules in favor of any Visitor or other person nor prevent Flagship Enterprise Center from enforcing any Building Rules against any Visitor or other person. These Building Rules are in addition to, and do not in any way modify or amend, in whole or in part, the terms, covenants, agreements and conditions of any Master Relationship Agreement or Lease Agreement.
18. Flagship Enterprise Center reserves the right to make such other rules and regulations as in its judgment may from time to time be needed for the safety, care and cleanliness of the Flagship Enterprise Center Facility and for other reasons determined by Flagship Enterprise Center.

I agree with and will abide by the above Conference Room Rules and Regulation

Name of Event

Date of Event

Visitors Signature

Company Name

Phone Number