



196 John Frank
Ward Blvd.
McDonough, GA 30253

Dear Valued Tenant:

As we approach full capacity of the building, it is imperative that everyone understand and adhere to certain policies to ensure that we maintain a professional environment and that each of you are able to enjoy all that our building has to offer.

CONFERENCE AND TRAINING ROOMS- Conference and training rooms are a benefit of the building that is there for all to enjoy. In order for everyone to take advantage of this benefit, there are limits on the usage of these rooms by any single tenant. Use of these rooms is ONLY available during times that have been reserved by you and recorded on the shared calendar.

If you rent a single office, you are entitled to combined total of 7 hours each month of use for the rooms. If you rent multiple offices, you are entitled to combined total of 15 hours each month of use for the rooms.

If available, additional time for tenants can be rented at \$20/hour for the conference room and \$35/hour for the training room. If available, non-tenants can rent these spaces at \$35/hour for the conference room and \$75/hour for the training room. For non-tenants, there is also a minimum of 2 hours.

When using these rooms, please continue to be conscientious of the building's other tenants. Do not hang or attach anything to the walls or furniture. Leave the rooms in a clean condition and ready for the next person to use. In the conference room, do not rearrange or remove any of the furniture or furnishings. In the training room, feel free to rearrange the tables and chairs but return them to their previous arrangement when done. When leaving it is imperative that all equipment is **turned off**. If equipment is found damaged after use or left on causing damage the following "replacement cost" will be used to calculate any necessary charges. If requested you shall advance the money immediately for Bravo Group to replace equipment.

If damage is detected:

1. Archived video footage and calendar will be used to determine responsibility.
2. Tenant on the lease is responsible for any damage caused by employees and/or guests.

Replacement Cost-Conference Room

- Leather Chairs \$400 each
- Conference Samsung UHD Smart TV 55" \$799

- Apple TV \$129

Replacement Cost-Training Center

- Training Chairs \$150 each
- Training Table \$499 each
- 90" Static Screen \$1900
- Sharp Aquos Board PN-L703W 70" Interactive Display \$5,799
- Samsung UHD Smart TV 50" \$499
- Apple TV \$129
- Projector \$2999

Reservations for the training room and conference room will be maintained on a shared calendar. Tenants cannot reserve both rooms at the same time. To reserve time in either room, please email Tracy Brown at tracy.brown@trustbravo.com or call her during normal business hours at 678-833-2873.

COMMON AREAS- Refrain from congregating or conducting business in the lobby and hallway. All business activity should take place inside your personal office space or in the conference & training rooms when you have those spaces reserved. Please monitor the conduct and volume of your clients & customers in the common areas and take appropriate steps if they present a distraction to our other tenants.

Thank you for your cooperation,

Bonny Schmidt

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