



Conference Room Rules & Policies

2550 N Loop W - Shared Tenant Conference Room

Reservation & Access

- **Reservations Required:** All conference room usage must be reserved in advance through www.veylandproperties.com
- **Access Code:** You will receive a unique access code upon confirmation of your reservation
- **Early Setup:** If you need setup time, please include this in your reservation request

Usage Guidelines

- **Maximum Occupancy:** Respect posted occupancy limits for safety and comfort
- **Time Limits:** Sessions are limited to the reserved time slot. Extensions require a new reservation if the room is available. Reservations are limited to 2 consecutive days. For reservations requests longer than 2 days, describe event and days needed in notes section when booking. Management will contact you for approval and availability. Scheduling of re-occurring reservations is not permitted.
- **Professional Tenant Use Only:** Room is intended for business meetings, conferences, and professional activities of 2550 Tenants only
- **No Overnight Storage:** Personal items, materials, or equipment may not be left in the room after use
- **Conference Room Hours:** Conference room reservation hours are from 7am-6pm Monday-Friday

Technology & Equipment

- **Bring Your Own Devices:** Tenants are responsible for bringing their own laptops, presentation materials, and adapters
- **Equipment Care:** Handle all room equipment (AV systems, furniture, etc.) with care
- **Technical Issues:** Report any malfunctioning equipment immediately to property management
- **Internet Access:** Conference Room WiFi credentials available upon request from property management

Room Maintenance

- **Clean Up After Use:** Return furniture to original positions and dispose of all trash
- **No Food Policy:** Light refreshments and beverages are permitted; however, meals should not be consumed in the conference room

- **Spill Protocol:** Clean up spills immediately and report any damage to property management

Conduct & Etiquette

- **Noise Levels:** Keep discussions at reasonable volumes to avoid disturbing other tenants
- **Professional Atmosphere:** Maintain a business-appropriate environment at all times
- **Respect Other Reservations:** End your session on time to allow setup for the next group
- **Guest Policy:** Tenants are responsible for their guests' conduct and adherence to building policies

Cancellation & No-Shows

- **Cancellation Policy:** Cancel reservations at least 2 hours in advance through the website
- **Same-Day Changes:** Contact property management for urgent scheduling changes

Security & Safety

- **Lock Up:** Ensure the room is properly secured when leaving
- **Emergency Procedures:** Familiarize yourself with building emergency exits and procedures
- **Incident Reporting:** Report any security concerns or incidents to property management immediately
- **Access Code Security:** Do not share your access codes with non-tenants

Contact Information

- **Reservations:** www.veylandproperties.com
- **Property Management:** 281-381-3521
- **Emergency:** Call 911 for emergencies
- **After Hours Issues:** 713-401-7798 (Building Engineer)

Additional Notes

- These rules are subject to change
- Tenants are encouraged to provide feedback on conference room functionality and policies
- Special accommodations for events or extended usage may be arranged through property management

By using the conference room, you agree to abide by these rules and understand that violations may result in loss of privileges.

Effective Date: 09/01/2025

Property Management: Weyland Properties