

---

# U.S. BANCORP CENTER

---

## AMENITY CENTER



Amenity Center Coordinator  
612.852.5512

[USBCAmenity@piedmontreit.com](mailto:USBCAmenity@piedmontreit.com)

# AMENITY CENTER INFORMATION

## **Conference Rooms:** Training Room & Board Room

For pricing, email [usbcamenity@piedmontreit.com](mailto:usbcamenity@piedmontreit.com)

- Half Day: 7:30am - 11:30am or 1:00pm - 5:00pm
- Luncheon: 10:00am - 2:00pm
- Full Day: 7:30am - 5:00pm

The Training Room and Board Room rental includes: furniture set-up, use of AV equipment and cleaning service. If reservation surpasses the requested time, charges will be applied per 30 minutes overrun for the Board Room effective immediately after end time.

## **Game Room**

Private Event (3 hour block): email [usbcamenity@piedmontreit.com](mailto:usbcamenity@piedmontreit.com) for pricing.

- Available for reservation Monday-Friday 4:00pm-7:00pm only
- The game room will be open to all tenants free of charge from 7:00am-6:00pm Monday-Friday (unless reserved after 4:00pm). Golf simulator playing time can be reserved in one hour increments through the fitness center front desk.

## **Social Lounge**

Please submit a reservation request through the Tenant Service Portal for a custom event quote.

- Available for private reservation Monday-Friday after 4:00pm only.
- The Social Lounge will be open for tenant use Monday-Friday from 7:00am-6:00pm (unless reserved after 4:00pm).

## **Additional Services**

For pricing, email [usbcamenity@piedmontreit.com](mailto:usbcamenity@piedmontreit.com)

- Bottled Water
- Canned Soda
- Brewed Coffee: (10 Cups)
- Tea (10 Cups)

Two beverage refrigerators are located in the Training Room, one beverage refrigerator is located in the Board Room and can be unlocked upon request. The user will be charged based upon usage. Coffee and Tea require a 24 hour advance order with the Amenity Center Coordinator.

Snack Tray: Serves 25-30 people. Assorted snacks (popcorn, pretzels, etc.)

**Catering-User to select, place order, and pay caterer directly.**

## **Reservations**

Conference Rooms require a minimum 72 hour advance reservation. Social Lounge and Game Room reservations require coordination at least 30 days prior to reservation date. The reservation is NOT booked until confirmed by the Amenity Center Coordinator.

## **Cancellation Policy**

Conference Room and private Game Room reservation cancellations within 72 hours of event will result in full room rental charge plus additional fees incurred. Events cancelled 4-30 days prior to event will result in a 10% room rate cancellation fee plus any fees incurred. Social Lounge Event reservation cancellations within 14 days of event will result in full event rental charge plus additional fees incurred.

## **Payment Terms**

Full payment is required within 30 days of invoice date. A 10% penalty may be applied to payments received more than 30 days after invoice date.

# RESERVATIONS

## Scheduling

- Reservations are available on a first-come, first-served basis.
- Dates will not be tentatively held.
- Rooms can be reserved up to 6 months in advance.
- Conference Room events require a minimum of 72 hour advance reservation.
- Social Lounge and private Game Room event reservations require coordination at least 30 days prior to reservation date.
- The Amenity Center form must be filled out and emailed back to the reservation personnel in order to schedule the request.

## Reservation Directions

- To reserve a room, simply log into your Tenant Service Portal found at [www.piedmontreit.com](http://www.piedmontreit.com).
- To reserve a conference room, click on New Reservation either on the home page of the Tenant Service Portal or on the upper left drop down menu. Select the conference room you would like to reserve.
- Select the date and time you would like to reserve on the calendar. (Available times to reserve are in white, anything in gray is NOT available). Verify the date selected is correct. Select the start and end times of your event.
- Please enter the requested reservation information on the form. Be sure to fill out all fields or the system will not allow you to submit your request.
- Check the Amenities boxes needed and add additional quantities or needs in the Reservation Notes area.
- Once complete, agree to the Terms and Conditions box and click the blue create button at the bottom.
- The Amenity Center Coordinator will review the request and contact you with reservation confirmation and any additional questions. Once your reservation is approved, the Amenity Center Coordinator will work with you directly to ensure your event needs are satisfied.
- The reservation is **not** booked until approved by the Amenity Center Coordinator.

## Calendar Names

- Training Room
- Board Room
- Social Lounge
- Game Room

# BOARD ROOM & TRAINING ROOM

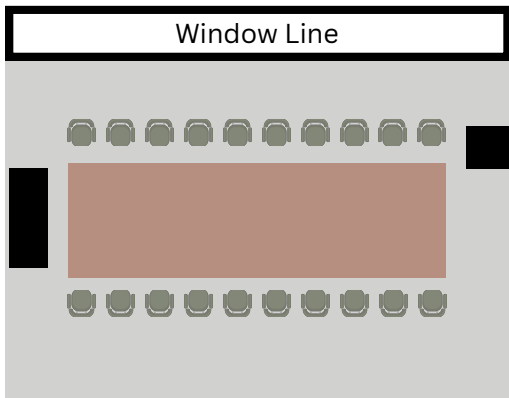
**Training Room:** located on the 31st floor, has the capability of hosting your large events with a capacity of up to 98 people.

**Board Room:** located on the 30th floor, comfortably seats up to 20 people for a more intimate meeting.

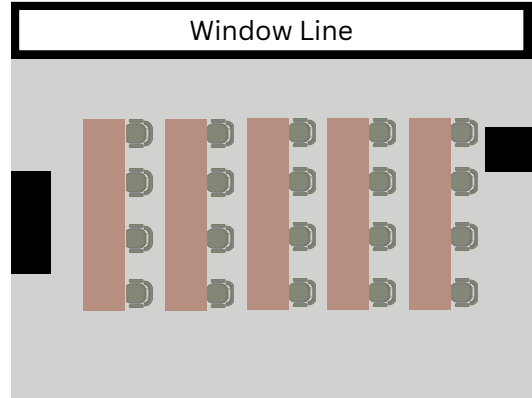
Room rental includes room set-up and state-of-the-art audio visual technology, including a projector, camera, TV, conference call capabilities, and our Amenity Center Coordinator to assist with reservation needs.

## Board Room Seating Arrangements

**Board**  
Seats 20



**Classroom**  
Seats 20



## Training Room Seating Arrangements

**Theatre**  
Seats 98



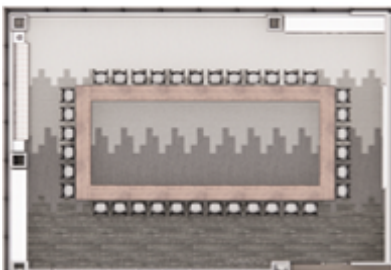
**Classroom**  
Seats 66



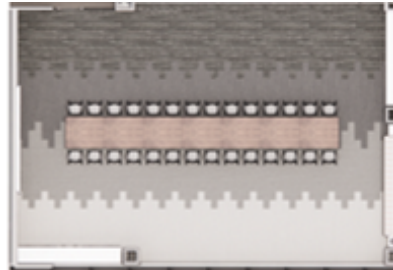
**Cluster**  
Seats 64



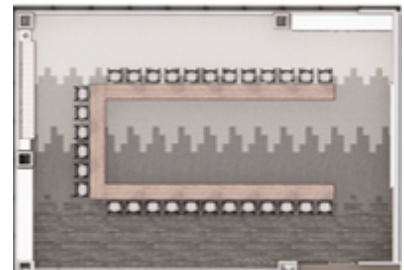
**Square**  
Seats 36



**Board**  
Seats 32



**U-Shape**  
Seats 30



Overflow Bench Seating for 6

# AMENITY CENTER FEATURES

## Social Lounge

The Social Lounge has a beautiful skyline view with a variety of seating options for our Tenants. This is an excellent space to utilize for informal meetings, as a small collaboration spot, or even a quiet place to relax. The Social lounge is equipped with a bar and prep-pantry for catering after hours events and is available for reservation after 4:00pm. Regular Monday through Friday hours are 7:00am to 6:00pm.

## Game Room

The Game Room offers tenants a place for team building activities or a break away from their desk. The Game Room is equipped with foosball, shuffle board and a golf simulator. This space also offers soft seating for tenants to watch cable TV.

The golf simulator is free to use and is available upon reservation. Reservations are available in one hour increments from 7:00am - 6:00pm and can be made through the Fitness Center.

Foosball and shuffleboard are available to tenants Monday through Friday from 7:00am - 6:00pm. Available to rent for private events from 4:00pm - 7:00pm (3-hour block); email [usbcamenity@piedmontreit.com](mailto:usbcamenity@piedmontreit.com) for pricing.

## Fitness Center

The Fitness Center is fully equipped with state-of-the-art fitness equipment, locker rooms with towel service, group fitness studio, and additional personal training packages.

Membership fee: email [usbcfitnessmanager@piedmontreit.com](mailto:usbcfitnessmanager@piedmontreit.com) for pricing.

Hours: 5:00am - 9:00pm. The Fitness Center is managed by Health Fitness and is staffed during the business day, on a varied schedule.

## Mother's Room

There is no fee to use this room and reservations are available in 30-minute increments.

Available Monday - Friday: 7:00am - 6:00pm. See Fitness Center for availability.

## Phone Rooms

Two Phone Rooms are available to tenants, and there is no fee or reservation required to use these rooms. Available Monday - Friday: 7:00am - 6:00pm. Please limit use to 30 minutes or less as space is not to be used as a substitute full-time office.

**Reservations can be made through the Tenant Service Portal located at [www.piedmontreit.com](http://www.piedmontreit.com)**

# RULES & REGULATIONS

## General Rules

- Access and use of the U.S. Bancorp Center amenities are exclusive to tenants.
- To keep the Amenity Center clean and free of debris, every user must clean up after themselves. All trash shall be placed in the garbage or recycling receptacles provided by building management. If additional assistance is required, enter a work order through the Tenant Service Portal or notify the Amenity Center Coordinator.
- Users will protect the Amenity Center furniture from damage beyond normal wear and tear. Furniture, equipment, and all supplies provided may not be moved, removed, or relocated for any reason. Users are prohibited from placing their feet/shoes on any furniture.
- Wireless internet is provided as a courtesy service to the Amenity Center. Downloading illegal or inappropriate content as determined by building management is strictly prohibited.
- The Amenity Center is not to be used for sleeping or substitution for a full-time office.
- Music that has not been organized by the Amenity Center Coordinator is not permitted.
- No adhesives including tape, posterboard, Post-it notes, etc. are to be used on any Amenity Center surface such as walls, windows, glass, tables, etc.

## Event Rules

- Building Management reserves the right to impose a reasonable limitation on the number of events and reservations which a Tenant may hold.
- If alcohol is desired for any event, the Amenity Center Coordinator must be notified at time of reservation. All alcohol must be served by a licensed caterer. All local and state laws apply.
- Building Management reserves the right to require additional security when alcohol is being served.
- The Tenant is responsible for obtaining all necessary licenses and certificates of insurance from each vendor relating to the event and providing copies of each item to the management office.
- All catering must be organized in conjunction with the Amenity Center Coordinator. No homemade food or beverage is permitted within the Amenity Center.
- Serving food or drinks in the Amenity Center during regular business hours is strictly prohibited. Social lounge catering or large food orders are only permitted during private, after-hours events beginning at 4:00pm.
- All deliveries to the U.S. Bancorp Center Loading Dock must check in with dock security upon arrival and provide a valid I.D. All dock and freight elevator access must be confirmed in advance by the Amenity Center Coordinator. Pallet jacks are not allowed in the freight elevators under any circumstances. Carts are not permitted in the passenger elevators.

**The Building Management Team reserves the right to add or modify the Amenity Center rules and regulations.**

For additional assistance contact our Amenity Center Coordinator:

612.852.5512

[USBCAmenity@piedmontreit.com](mailto:USBCAmenity@piedmontreit.com)