

**Reservation Policy:**

- The community conference room is available for reservation on a first-come, first-served basis.
- Reservations can be made up to one month in advance.
- Each business is limited to two reservations per week to ensure fair access for all businesses in the business park.
- Reservations must be made through the Skedda booking system.

**Room Usage:**

- The conference room is intended for business meetings, presentations, and other professional purposes.
- The room should be left in the same condition as it was found, with all equipment and furniture returned to their original positions, and the AC set to 78°F.
- Any damage or excessive mess caused during the reservation period will be the responsibility of the reserving party.

**Noise and Disturbance:**

- Please be mindful of noise levels and respect other businesses in the vicinity.
- Excessive noise or disturbances may result in immediate termination of the reservation.

**Alcohol and Smoking:**

- Alcohol consumption and smoking are strictly prohibited in the conference room and surrounding areas.

**Liability:**

- The business park and its management are not liable for any injuries, damages, or losses incurred during the use of the conference room.

**Security and Access:**

- Access to the conference room is limited to the designated reservation time.
- All visitors must reserve the conference room through the Skedda booking site, and the updated passwords and rules will be emailed to you via the booking confirmation email.

**Compliance with Policies:**

- Failure to comply with any of these terms and conditions may result in the denial of future reservation requests.

**Changes to Terms and Conditions:**

- These terms and conditions are subject to change without prior notice. Please review them regularly for updates.

*By reserving the community conference room, you agree to abide by these terms and conditions.*