

Tenant Lounge & Amenity Spaces

General Info and User Guide

Tenant Lounge Spaces



Fire Lounge - Room 226

- Seating for up to 12 people near the fireplace on a large sectional sofa and side chair
- 4 movable side tables
- A wooden bar height table that seats 6 along with a sideboard area for refreshments



Tenant Lounge Spaces



Game Area – Room 227

- Seats up to 13, seating includes a settee and 2 side chairs with round coffee table
- Group of 4 arm chairs with round coffee table
- 2 bar height tables with 4 bar stools
- Shuffleboard game



Tenant Lounge Spaces



Lounge - Room 228

- Lounge has Seating for up to 15 includes 2 couches, 2 side chairs, 4 movable side tables
- A wooden dining table that seats 8
- The seating group area in the space between the Town Hall and the Patio and contains the exterior entrance/exit to the Patio space



Tenant Lounge Spaces

Town Hall - Room 229

- The room as the capacity to seat up to 100 with rented chairs. Existing furniture can seat up to 48 plus bench seating. Please refer to the possible layouts included in this document
- Polycom available for conference calls
- Ceiling mounted speakers
- Microphone available for presentations
- Ceiling mounted projector and retractable viewing screen
- Dry erase board
- Glass walls and a double glass door entry
- Sheer curtains that can be closed or open for privacy
- Raised stage area on the south end of the room for speaking engagements
- Sideboard buffet for refreshments
- Dimmable lighting options for presentations
- WiFi available throughout the Tenant Lounge spaces



THE MARQ

Tenant Lounge Spaces

Patio - Room 233

- Patio seating for 30 people
- Exterior fireplace

Wellness Room - Room 241

- This private room includes sofa seating, a sink and adjustable lighting with a lockable door
- The room is intended as a single person user space for personal health and wellness activities such as a mother's room or a meditation space
- Please limit your use of the space to an hour time limit or less
- In order to gain access to the space, the user should go to the Concierge desk on the 2nd floor skyway level and let them know they have a reservation for the room



Rules and Guidelines

The Tenant Lounge and Patio spaces are professional environments so we ask that employees (and their guests) conduct themselves in a professional manner while using these spaces.



Please adhere to these guidelines:

- The Tenant Lounge and Amenity spaces are intended for TENANTS ONLY. Guests and children under the age of 18 must be accompanied by a tenant employee of the building at all times while using the space
- Ensure the doors of the Lounge close behind you-do not let people into the Tenant Lounge if they do not have a badge
- Swipe your card to gain access each time, do not follow people in or request security staff or others to provide access. If you do not have possession of a card, you may request a new card from the authorized requestor in your office at \$15 per replacement card
- Tenant Lounge spaces are not intended to be used a satellite or hoteling office space in lieu of permanent office space leased in the building for extended periods of time on a regular basis
- If relocating furniture for an event, please return all furniture to its original locations after use
- "Potluck style" parties are allowed if attendees are tenants only and they reserve the entire tenant lounge for the event. Food is to be served from the kitchenette counter and not from any of the free standing furniture. Events with outside guests must be catered by a licensed food service provider.
- Alcohol consumption must be pre-approved by management and will require additional insurance requirements and/or the event to be bartended by a licensed business. No hard alcohol allowed unless it is served by a licensed bartender.

- Left over food or alcohol from the event must be removed immediately after the event is held
- Events with more than 20 people that wish to have coffee should cater their own coffee service, the free coffee vending is not intended to service event attendees
- Clean up after yourself when eating or using the space
- Do not lay down, stand on or put your feet up on the furniture
- Footwear is required at all times, please do not remove your shoes
- No profane language should be used in the space
- Do not conduct calls in the space on speaker and/or via Facetime
- Use of headphones alone or with a device should be used with a lowered volume
- Do not sit or stand on any railings around the patio area
- Townhall and Patio doors may not be propped open during tenant events
- Tenant signage is not be posted without prior approval, do not place tape on painted walls
- No vaping or smoking of any kind while using the patio will be allowed-the building campus is smoke-free
- Do not remove weather covers on patio furniture-if it is covered, please leave it covered
- Do not bring patio furniture into the lounge space

Reservation System

You can reserve Tenant Lounge Spaces through your office point of contact/admin or your office manager. If you are the office POC or manager, you can access the reservation system through our Electronic Tenant Handbook (or ETS) via https://themarq.info/toc.cfm with your login and password.

- Spaces are reservable between 6:00 AM and 6:00 PM. After-hour requests may be available but need prior approval. Please contact the management office for specific details.
- Reservations are taken up to 90 days in advance. To allow for equitable use, there will be no
 exceptions to this period of advance booking. Re-occurring weekly and bi-weekly meeting
 reservations can be booked 7 days in advance if the space is available.





Tenant Lounge and Amenity Space Visitor Card Access/Loading Dock Request

250 Marquette Avenue Minneapolis, MN 55401

Phone 612-332-6300 email emily.boesen@cbre.com

Copies to:

SECURITY	TENANT	MANA	GEMENT	ENGINEERS
All contractors, subcontractors file with	ctors & vendors m the Management		•	
☐ CARD ACCESS	Lo	ADING DOCK AC	CESS	FREIGHT ELEVATOR
Location/Suite:				
Date(s) of Activity:		Time:	AM/PM to	AM/PM
(Any activity occurring on non-cons				
Contractor/Vendor/Card#	:	P	hone:	
Sub-Contractor:				
Description of Work:				
Elevator Use Request:				
From	AM/PM to		AM/PM	
CBRE, Inc. Authorization: _			Date:	
Tenant Authorization:	 		Date:	



CERTIFICATE OF LIABILITY INSURANCE

OP ID:

DATE (MM/DD/YYYY)

THIS EVIDENCE OF COMMERCIAL PROPERTY INSURANCE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS EVIDENCE OF INSURANCE DOES NOT CONSTITUE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE REPRESENTATIVE OR PRODUCER, AND THE **CERTIFICATE HOLDER**

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	AGENCY PHONE #	CONTACT NAME				
INSURANCE AGENCY NAME	AGENCY FAX #	PHONE (A/C, No, Ext): (A/C, No):				
INSURANCE AGENCY MAILING ADDRESS		E-MAIL ADDRESS PRODUCER CUSTOMER ID#				
NAIC#			NAIC			
		INSURERER A: NAME OF CARRIER				
NAMED INSURED (Vendor/Contractor) MAILING ADDRESS		INSURERER B:				
		INSURERER C:				
		INSURERER D:				
		INSURERER E:				
		INSURERER F:				
COVERAGES CERTIF	ICATE NUMBER:	REVISION NUMBER:				

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	1	
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY	x	3	POLICY NUMBER	EFFECITVE DATE	EXPIRATION DATE	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$	1,000,000 300,000
	CLAIMS MADE X OCCURRENCE		x				MED EXP (Any one person)	\$	5,000
							PERSONAL & ADV INJURY	\$	1,000,000
							GENERAL AGGREGATE	\$	2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PROJECT X LOC						PRODUCTS – COMP/OP AGG	\$	2,000,000
	AUTOMOBILE LIABILITY		×	POLICY NUMBER	EFFECTIVE DATE	EXPIRATION DATE	COMBINED SINGLE LIMIT EACH ACCIDENT	\$	1,000,000
	ANY AUTO	1					BODILY INJURY (Per Person)	\$	
A	X ALL OWNED AUTOS	х					BODILY INJURY (Per Accident)	\$	
	SCHEDULED AUTOS						PERSONAL & ADV INJURY	\$	
	X HIRED AUTOS						GENERAL AGGREGATE	\$	
	X NON-OWNED AUTOS						PROPERTY DAMAGE (Per Accident)	\$	
								\$	
	X UMBRELLA LIAB X OCCUR	- x	t x	POLICY NUMBER	EFFECTIVE DATE	EXPIRATION DATE	EACH OCCURRENCE	\$	1~5 Mil
A	EXCESS LIAB CLAIMS-MADE						AGGREGATE	\$	1-5 Mil
^	DEDUCTIBLE							\$	
	X RETENTION \$ If Applicable							\$	
	WORKERS COMPENSATION		Х	POLICY NUMBER	EFFECTIVE DATE	EXPIRATION DATE	X WC STAT- UTORY UMITS OTH- ER	4	2
A	AND EMPLOYERS LIABILITY ANY PROPRIETARY/PARTNER/EXECUTIVE						E.L. EACH ACCIDENT	\$	1,000,000
	OFFICER/MEMBER EXCLUDED (Mandatory in NH)						E.L. DISEASE - EA EMPLOYEE	\$	1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	\$	1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

LOCATION ADDRESS: 250 MARQUETTE AVENUE, SUITE 200 MINNEAPDLIS, MINNESDTA 55401

ADDITIONAL INTEREST: KBS SDR Marquette Plaza, LLC as owners and KBS Capital Advisors, LLC as owners agent and CBRE, Inc. as managing agent are included as additionally insured parties in respect to the Commercial General Liability when required by written contract. ALL INSURANCE POLICIES EVIDENCED ON THIS CERTIFICATE ARE PRIMARY AND NON-CONTRIBUTORY WITH ANY INSURANCE MAINTAINED BY LANDLORD AND SHALL INCLUDE IN A WAIVER

OF SUBROGATION PROVISION IN FAVOR OF LANDLORD. Please include copies of endorsements evidencing additional insured and waiver of subrogation

CERTIFICATE HOLDER	CANCELLATION
KBS SDR MARQUETTE PLAZA, LLC C/D CBRE,INC.	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
250 MARQUETTE AVENUE SUITE 200 MINNEAPDLIS, MINNESDTA 55401	AUTHORIZED REPRESENTATIVE
MINITERPOLIS, MINITERSOTA 55401	2000



- Requests to reserve more than one space or the entire lounge space for business related events can be made, however the *Temporary Event Lease* must be signed and all required insurance certificates must be provided to management prior to the event. During business hours the micro market and coffee vending area will remain available through the back door to the other tenants in the building. Management may limit how many times during a calendar year each tenant can request to reserve the entire lounge space and close it.
- The space is intended to be reserved for business related events for the Tenants in the building.
 It is not for the use of outside organizations employees are affiliated with. Please discuss your
 event with management prior to making a reservation if the event is not for the employees of
 the business who has a lease in the building.
- All reservations requests are reviewed and approved by property management to ensure there
 is sufficient time to refresh and set up rooms between meeting times. If your time is not
 approved, the space is not reserved so please check status before arrival. Re-occurring
 standing meeting reservations may be addressed and limited in order to enable equitable use.
- Times requested for the reservation is meant for the actual meeting time. We ask that you refrain from booking more than 30 minutes before or after your event. We also ask that you not reserve spaces for a whole block of time/whole day unless it is intended for use. No-shows or late starts (over 60 minutes) will be charged an additional fee.
- All outside vendors are required to provide a *Certificate of Insurance* to Management at least 24 hours prior to your event.
- For A/V needs, we suggest meeting with Management ahead of your event to ensure a smooth meeting for connectivity and A/V hookup requests







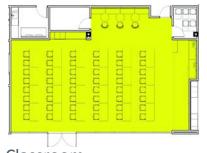
- Please include your A/V and furniture layout needs with your event reservation request. If additional furniture or A/V is required to support your event, it can be rented from an approved 3rd party vendor for a fee.
- It is highly recommended that any technology desired to be used for an event be brought into the space in advance and tested for compatibility so issues can be determined before the event start.





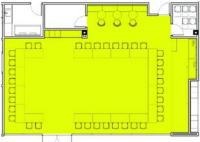
Townhall Layout Options

Please select one of the set ups below. If there is a specific custom set-up, provide your description in the notes section of the reservation you make within the Tenant Handbooks application.



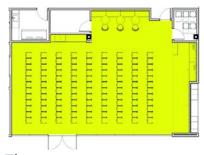
Classroom

Max: 48 Seats, 24 Tables



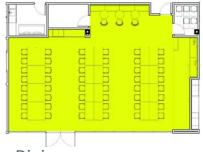
Hollow Rectangle

Max: 48 Seats, 24 Tables



Theater

Max: 108 Chair + 8 Banquette Seats, 48 Chairs Available



Dining

Max: 48 Seats, 24 Tables



11

Food Service and Alcohol Consumption

- "Potluck style" parties are allowed if attendees are tenants only and they reserve the entire tenant lounge for the event. Food is to be served from the kitchenette counter and not from any of the free standing furniture. Events with outside guests must be catered by a licensed food service provider.
- Alcohol consumption during events must be pre-approved by management and will require additional insurance requirements and/or the event to be bartended by a licensed business. No hard alcohol allowed unless it is served by a licensed bartender.
- Leftover food or alcohol from the event must be removed immediately after the event is held.
- Reservations that wish to serve coffee should cater their own coffee service; the free coffee vending
 in the Micro Market is not intended to service event attendees.



Catering Details

You may use the caterer of your choice for your reservation. We do have a list of great catering options where they have been pre-approved for a certificate of insurance coverage. Please see Management for an updated list.

- If you want to select a catering option not on our current list of vendors, they must provide a
 Certificate of Insurance to the property at least 24 hours prior to the event if they will be delivering
 via the loading dock and/or serving the food.
- If driving, all deliveries must be made through the dock level P1 and not through the public parking ramp P2 as no validations will be given out for parking in P2.
- Dock hours are 6 AM to 6 PM Monday through Friday and it is accessible from Marquette Avenue (heading Northbound—Southbound is bus traffic only).





Thank You

- (1) CBRE, Inc.
- 612 332 6300
- emily.boesen@cbre.com
- https://themarq.info/toc.cfm