



# Tenant Lounge & Amenity Spaces

General Info and User Guide

# General Information

## 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

# General Information

## Tenant Lounge Spaces



THE MARQ



### 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

# General Information

## 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

# General Information

## Tenant Lounge Spaces



### Town Hall - Room 229

- The room has 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



# General Information

## 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 2<sup>nd</sup> 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.







# THE MARQ

## 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

MANAGEMENT

ENGINEERS

All contractors, subcontractors & vendors must have a current, compliant certificate of insurance on file with the Management office before request will be approved.

CARD ACCESS

LOADING DOCK ACCESS

FREIGHT ELEVATOR

Location/Suite: \_\_\_\_\_

Date(s) of Activity: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

(Any activity occurring on non-consecutive day requires separate permit)

Contractor/Vendor/Card#: \_\_\_\_\_ Phone: \_\_\_\_\_

Sub-Contractor: \_\_\_\_\_

Description of Work:

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Elevator Use Request:

From \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

CBRE, Inc. Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant Authorization: \_\_\_\_\_ Date: \_\_\_\_\_



# Reservation System



- 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



# A/V and Furniture



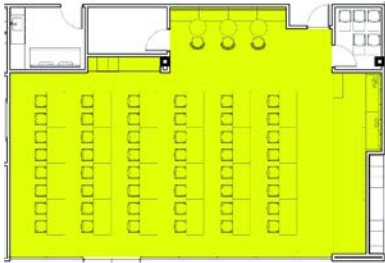
- Please include your A/V and furniture layout needs with your event reservation request. If additional furniture or A/V is required to support your event, it can be rented from an approved 3<sup>rd</sup> party vendor for a fee.
- It is highly recommended that any technology desired to be used for an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



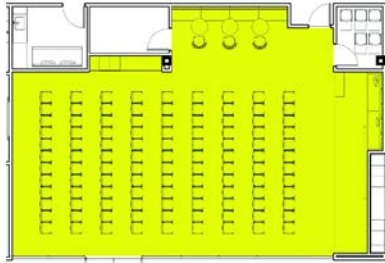


# Townhall Layout Options

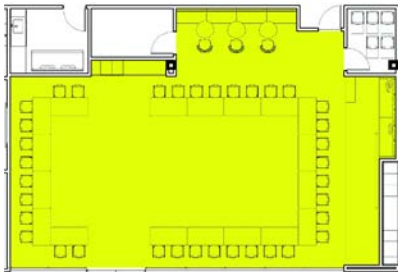
Please select one of the set ups below. If there is a specific custom set-up, provide your description in the notes section of the reservation you make within the Tenant Handbooks application.



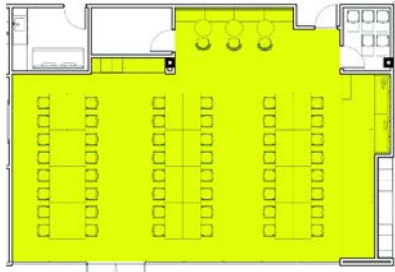
Classroom  
Max: 48 Seats, 24 Tables



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



Hollow Rectangle  
Max: 48 Seats, 24 Tables



Dining  
Max: 48 Seats, 24 Tables



# 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



CBRE, Inc.



612 332 6300



[emily.boesen@cbre.com](mailto:emily.boesen@cbre.com)



<https://themarq.info/toc.cfm>