

## UNIVERSAL BUILDINGS

### ROOFTOP TERRACE DECK RULES & REGULATIONS

**The 1825 Connecticut Avenue Rooftop Terrace deck is accessible as you exit from the elevator lobby on the 10<sup>th</sup> Floor. Please swipe your access card to gain entry to the roof terrace and again when exiting the roof terrace back into the building.**

**HOURS: Monday through Friday 8:00am-8:00pm  
Saturday 9:00am-4:00pm  
Sunday: CLOSED**

**ROOF CAPACITY: 240**

All applicants interested in reserving the Roof deck must do so in writing at least thirty (30) days prior to the event. The applicant's written request should include the following information:

- a). Name of firm requesting use
- b). Date and time of function
- c). Number of guests expected
- d). Purpose of function
- e). Caterer (if any)
- f). Whether or not you intend to serve alcoholic beverages
- g). Whether or not there will be music on the program
- h). Execute copy of license agreement along with security deposit of \$1,000.00 (covers any incidental damages or clean up required as a result of the event)

We will review the reservation request, and if it is approved, coordination of the event may begin. In organizing an event, the applicant and affiliates should be aware of the following policies:

#### **BUILDING SERVICES**

Set up and clean-up are the responsibility of the caterer, and ultimately, the company hosting the party. **The building does not provide extras such as extension cords, tables, chairs, ovens, coat racks or tape, etc. so please do not ask the building staff to provide any of these items; it is the responsibility of the company hosting the party or the caterer to provide them.**

Any and all costs related to building services before, during, and after the event (i.e. engineering staff on-site, overtime HVAC, additional security coverage for the roof deck during the event, after-hours cleaning service by janitorial) will be the responsibility of the tenant. The rates for these services will be provided prior to the event. If you require janitorial services to clean up after the event please inform management no later than one week in advance; please note the tenant must bear the responsibility of the cost.

Note: It is imperative that all electrical/power supply and other technical needs are addressed with the Building engineer(s) well in advance to determine whether building accommodations are sufficient.

If you plan to host an event outside of normal building hours (8:00 AM-6:00 PM), please be advised that the building doors secure at 6:00 PM. You will need to have someone from your company posted at the front entrance and in the elevator lobby to assist with escorting your guests to the roof deck. Security is not responsible for verifying guests and escorting visitors inside of the building.

#### **MUSIC**

While music is an integral part of most social functions, we ask that you use discretion in selecting the type of music for your function. Although you are "booking" the roof for your function, others may be working in the building. For this reason, we ask that you select musical groups whose music will not be disruptive to tenants working late.

## **INSURANCE**

Due to the obvious legal exposure arising from the risk of automobile accidents and other mishaps occurring during or after a social function, we require that the host firm of the event secure a Certificate of Insurance naming **Universal Building Inc** and its Managing Agent, **JBG SMITH Properties LP** as additional named insureds for the evening.

The amounts of liability insurance to be carried for the event are \$1,000,000 in public liability with a \$5,000,000 umbrella. Please see our license agreement for associated insurance amounts. If your caterer is serving alcoholic beverages at the event, the caterer should provide **proof of liquor liability insurance** and you should have host liability specified on your Certificate of Insurance. If you will be charging for your drinks at your function, it will also be imperative for you, as well as your caterer, to have liquor liability insurance.

## **RESTROOMS**

There is a unisex, single stall restroom available on the roof deck. The restroom is located to your right when you enter the roof deck.

## **SMOKING POLICY**

The building, including the roof deck, has a no smoking policy. Please advise invitees by displaying signs, which prohibit smoking.

## **SAFETY ISSUES**

For safety purposes, glass containers are not allowed on the Roof deck. Caterers are allowed to pour drinks from glass containers, but all guests must use plastic containers.

Landlord will not allow any items likely to be blown off the roof. Your staff and the caterer should be aware of potential wind hazards.

We hope that this memorandum will answer most of your general questions regarding roof policies. In the event that you have any other questions, feel free to call the management staff at 202-986-6300.

**ROOF DECK POLICIES ARE SUBJECT TO CHANGE WITHOUT NOTICE.**