

OPERATING MANUAL



WELCOME TO *THE HORIZON*

The Horizon is designed to offer the tenants of Huntington Center an amenity space just an elevator ride away from your office.

Completed in 2019, *The Horizon* houses four (4) Meeting Rooms, a Social Lounge and an Outdoor Terrace.

The Meeting Rooms are designed to fulfill the needs of any Huntington Center Tenant requiring additional meeting space. The Meeting Rooms can accommodate a variety of configurations depending on your meeting needs.

The Social Lounge and Outdoor Terrace are designed to offer Tenants of Huntington Center an alternate place to work, socialize and enjoy the spectacular views. Weather permitting, the Outdoor Terrace is available for all Tenants on a first come, first-serve basis and can be reserved after hours exclusively through the Property Management Office for a fee.

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I. OPERATING HOURS

The Horizon has two (2) distinct periods of operation:

1. **Business Hours**
 - a. Monday through Friday
 - b. 8:00 AM through 5:00 PM
 - c. The Meeting Rooms can be reserved during Business Hours. Fees apply (see Section V. Fees).
 - d. The Social Lounge and Outdoor Terrace are community space during the Business Hours of 9:00 AM through 3:00 PM.
2. **After Hours**
 - a. Weekdays after 4:00 PM
 - b. Weekends
 - c. *The Horizon* can be booked for an afterhours event with approval from the Property Management Office.
 - d. Weekend events will be considered on a case-by-case basis, requiring approval from the Property Management Office. Fees apply (see Section V. Fees).

II. THE SPACES

The Horizon is made up of community areas and spaces that can be reserved for private meetings or events which are defined in Section III. Tenants of Huntington Center with proper access credentials can access these spaces during Business Hours.

1. **Meeting Rooms** can be reserved for Tenant Meetings during Business Hours.
2. **Social Lounge** is community space that is non-exclusive.
3. **Outdoor Terrace** is community space that is non-exclusive. The Outdoor Terrance will be open weather permitting at the discretion of the Property Management Office.

To ensure all Tenants can enjoy the Outdoor Terrace and Social Lounge for its intended purpose, no Tenant shall have the right to reserve the Terrace or Social Lounge for its exclusive use during Business Hours.

III. RESERVATION TYPES

1. **Meetings** are defined as Meeting Room reservations during **Business Hours** (see Section I.). Fees apply (see Section V.).
2. **Events** are defined as any reservations during **After Hours** (see Section I.). Fees apply (see Section V.).

IV. THE MEETING ROOMS

Meeting Rooms are available to all Tenants via the online reservation system during Business Hours (see page 3) for Tenants in good standing.

The Meeting Rooms are available in hourly increments. Full day arrangements can be made on a case-by-case basis. Each Meeting Room reservation must be made individually; there will be no “standing meeting” time granted.

Details on each conference room are below.

ROOMS

The Horizon offers four (4) Meeting Rooms. See Appendix A for floor plans of each room.

1. **Neil Room** has seating for up to 10.
2. **Metro Room** has seating for up to 8.
3. **Century Room** has seating for up to 10. Century Room can be combined with State Room for larger needs. Please see below.
4. **State Room** has seating for up to 22 – 40 and is available in:
 - a. Conference setup (tables and chairs)
 - b. Lecture setup (chairs only)
5. **State Room/Century Room Combination:**
 - a. Can be combined for additional space as needed.

SCHEDULING

1. The Property Management Office reserves the right to approve, deny and/or relocate any scheduling request.
2. Exclusive scheduling of any meeting room occurs on a first-come first-serve basis and must be made through the online reservation system (see Appendix E). The form must be completed in full and submitted electronically to the Property Management Office. Upon receiving the Reservation Request, the Property Management Office will review the request and provide a response within one (1) business day.
3. A Reservation is not officially scheduled until an Approval email has been received by the requesting party.
4. Tenants must provide a minimum of two (2) business days prior to reservation date.
5. The Meeting Rooms are available for reservation during both Business Hours and After Hours (fees will apply).
6. Please include the time it would take for you to set up, breakdown and clean up in the duration of your request.
7. During major events and holidays (such as Red, White and Boom) as identified by Property Management Office, *The Horizon* will not be available for individual Tenant reservations.
8. Reservations may only be made up to 180 days in advance.

V. FEES

For Business Hours reservations, there is a \$25.00 cleaning fee per meeting room reserved (State/Century combined room is \$50.00).

For After Hours reservations, the following fees apply:

Base Fee - \$225
Hourly Fee - \$175
Minimum Fee - \$400

Additional fees may apply if the reservation requires extra housekeeping, security and/or other services. Please contact the Property Management Office for additional information.

VI. GUESTS

All external guests must be registered through the [Visitor Management System](#) for all Meetings and Events. If you are unaware of the names of your guests, each guest will still need to check-in at the concierge desk and must provide a form of identification. If you need online access to register guests or have any questions, please contact the Property Management Office.

VII. GENERAL RULES AND REGULATIONS

The intent of The Horizon is to offer a meeting space for those Tenants who occasionally require larger gathering areas beyond that of their leased area. The communal areas are not intended to be a substitute for large, complex meetings or banquet events that would be better served by the hospitality industry.

Please be respectful of other Huntington Center tenants, both during normal business hours and after hours and understand the potential impact your event may have on their ability to conduct business.

1. **COVID-19 Protocols.** Huntington Center requires all tenants and guests to comply with state and CDC guidelines.
2. **Tenant Sponsor.** Use of *The Horizon* is exclusive to Tenants of Huntington Center. All Meetings and Events must be *sponsored* by a Tenant of Huntington Center and must be germane to the business of the Tenant. Although events co-sponsored by outside organizations may be permitted, the Tenant must oversee all activities associated with the event to ensure compliance with the rules and guidelines. The Tenant shall be responsible for all its actions as well as those of its Suppliers, Vendors, Visitors and Co-Sponsoring Organizations.
3. **Insurance.** Tenant must have a current Certificate of Insurance on file to utilize *The Horizon*. Any Tenant vendor shall furnish to Property Management Office a Certificate of Insurance that meets the minimum requirements in Appendix C Certificate of Insurance Requirements.
4. **Non-Exclusive Use.** To ensure all Tenants can enjoy the Outdoor Terrace and Social Lounge for its intended purpose, no Tenant shall have the right to reserve the Terrace or Social Lounge for its exclusive use during Business Hours.
5. **Meeting and Event Approval.** All Meetings and Events must be approved by The Property Management Office.
6. **Tobacco Free.** Huntington Center is a tobacco-free facility. There are strictly no tobacco products (smoking, cigars, vaping, etc.) permitted on the property, including the Terrace, Common Areas and Parking Garage.
7. **Alcohol.** Wine, beer and distilled spirits are permissible. If alcohol is served by Tenant and/or Caterer, the Tenant and/or the Caterer must include host liquor liability on their Certificate of Insurance. The bar area is exclusively operated by Huntington Center preferred vendors.

8. **Food.** Cameron Mitchell Premier Events is the preferred caterer, however, please see below for expanded list of acceptable caterers. The only exceptions are the Retail Tenants of Huntington Center which include; Einstein Bros Bagels, Potbelly and One Line Coffee.

❖ **Lunch Service**

Freedom a la Cart

❖ **Dinner & Bartending Service**

Cameron Mitchell Premier Events

Together & Company

Metro Cuisine

Please reach out of the property management office for contact information.

9. **Vendors.** All vendors must comply with CDC or governmental guidelines. Tenants should ensure all vendors understand the rules and regulations for *The Horizon*. Vendors who disregard the rules and regulations are subject to possible restrictions, including restrictions from being permitted to service building areas. Vendors must use the Loading Dock, Service Elevator and Service Corridors for access to/from *The Horizon*. The Social Lounge is NOT to be used for staging or prep. No open flame is permitted anywhere at Huntington Center.

10. **Coffee.** One Line Coffee, located on the street level of Huntington Center, is the coffee provider for *The Horizon*. Please contact One Line Coffee for special orders, custom pricing and other special beverage requests.

11. **Deliveries.** All deliveries associated with the set-up, implementation and teardown of any event must be routed through the Loading Dock and service corridors to the Freight Elevator and scheduled with the Visitor Management System.

12. **Waste.** Tenant and/or Caterers are responsible for the cleaning of the space, both during and after the event, along with the catering room. Tenant and/or Caterers need to empty and remove the trash into the loading dock waste receptacles. Recycling is disposed of in the designated recycling compactor. All other waste is disposed of in the designated trash compactor. Costs associated with waste removal will be assessed to tenant.

13. **Signage.** Property Management Office must approve all signage. No walls, columns, doors and windows may be used to display or hang decorations, signs or presentation materials. This includes all lobby's and common corridors of Huntington Center. Glitter and Confetti is prohibited.

14. **Repairs.** Costs incurred as a result of excessive wear and tear, stained carpet or upholstery or damaged equipment in the space will be the responsibility of the sponsoring tenant.

15. **Code of Conduct.**

❖ Be respectful of those sharing *The Horizon* with you. Community space is open to all Tenants of Huntington Center.

- ❖ Use of Meeting Rooms is by reservation only. Do not attempt to access Meeting Rooms unless authorized by Property Management Office.
- ❖ The Social Lounge bar may only be operated by authorized personnel.
- ❖ Do not rearrange tables and chairs in the Social Lounge or Terrace without permission.
- ❖ No audible music is allowed unless users are plugged into headphones.
- ❖ No animals are permitted on the Terrace unless assisting the disabled.
- ❖ No sleeping is allowed in the Social Lounge or Terrace.
- ❖ Guests must stay within designated area only.
- ❖ All guests and vendors to *The Horizon* must be checked in with Huntington Center security and have a visible visitor badge
- ❖ All areas of *The Horizon* must be returned to their original state after a Meeting or an Event.
- ❖ The Roof Deck doors are to be closed at all times.
- ❖ Absolutely NO fireworks or similar entertainment displays of any sort will be permitted.
- ❖ No items shall be thrown from the roof.
- ❖ Shoes must be worn at all times. Bare feet and socks without shoes are not permitted.
- ❖ Sun bathing is strictly prohibited.

VII. TECHNOLOGY

The Horizon is furnished with Wi-Fi, televisions, video conferencing audio/visual SoundStations, built-in sound systems and conference phones. Each of these devices are connected via a local network which allow each room's audio and visual components to be controlled from a central location.

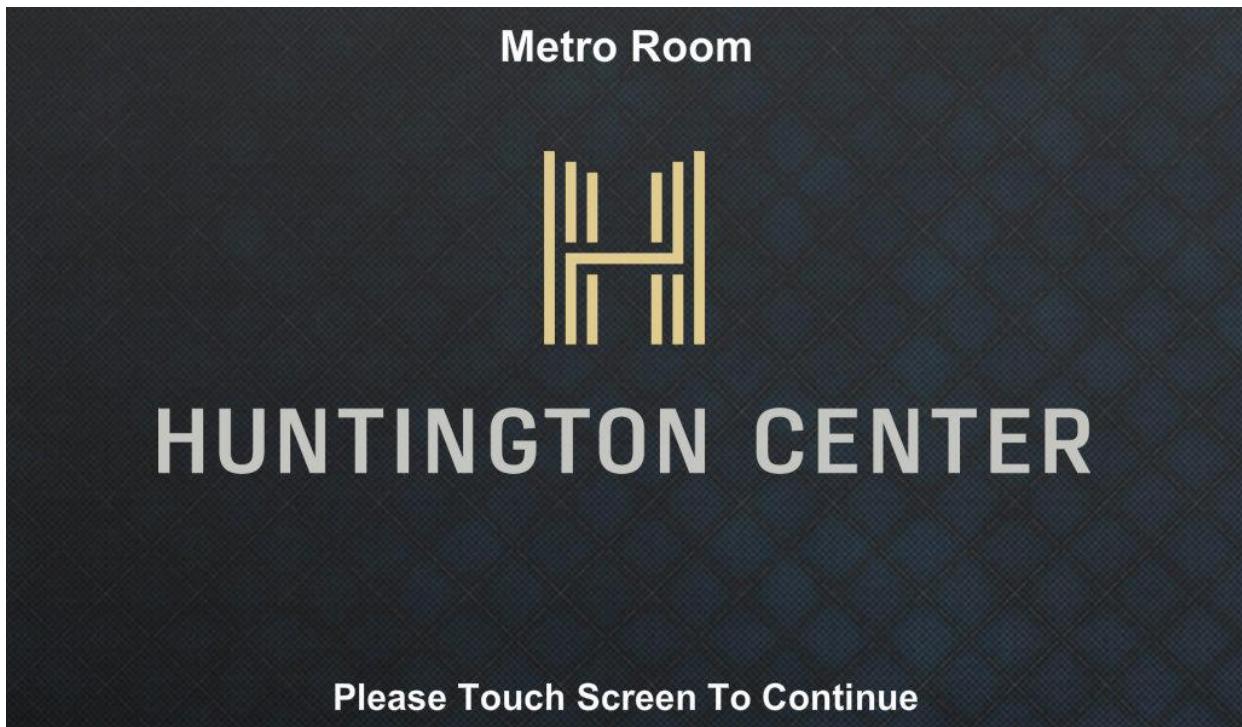
WIRELESS NETWORK

- Network Name: **Horizonsuite-guest**
- Password: **huntingtoncenter1984**

EQUIPMENT

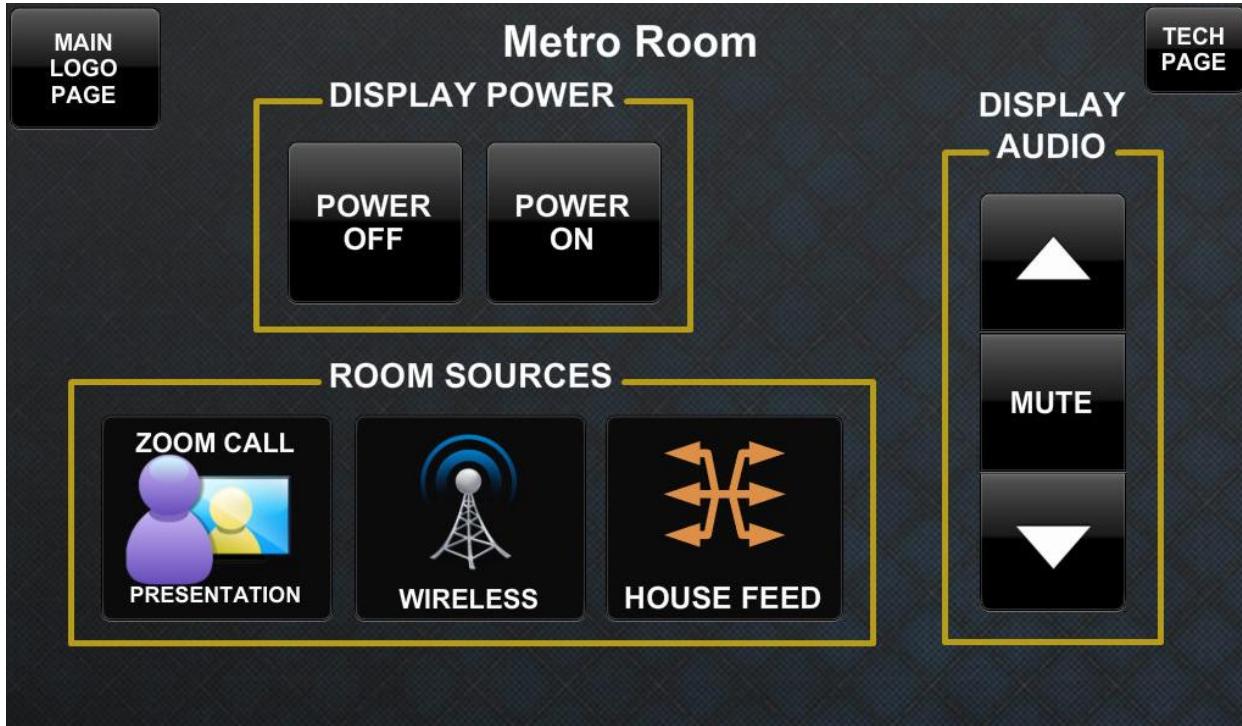
1. Microphone inputs - standard XLR inputs
2. Conference phones
3. Polycom SoundStations (2 units located in the State and Century conference rooms)
4. Crestron controllers - All Meeting Rooms are equipped with Crestron controllers. These controllers provide direction on how to connect your device to the A/V equipment in the room. Below are screenshots and details of the displays you may encounter.

Home Screen



1. Simply touch the screen to continue to the Room Control page.

Room Control



1. Display Power

- i. Power Off – turns off television in assigned conference room
- ii. Power On – turns on television in assigned conference room

2. Display Audio

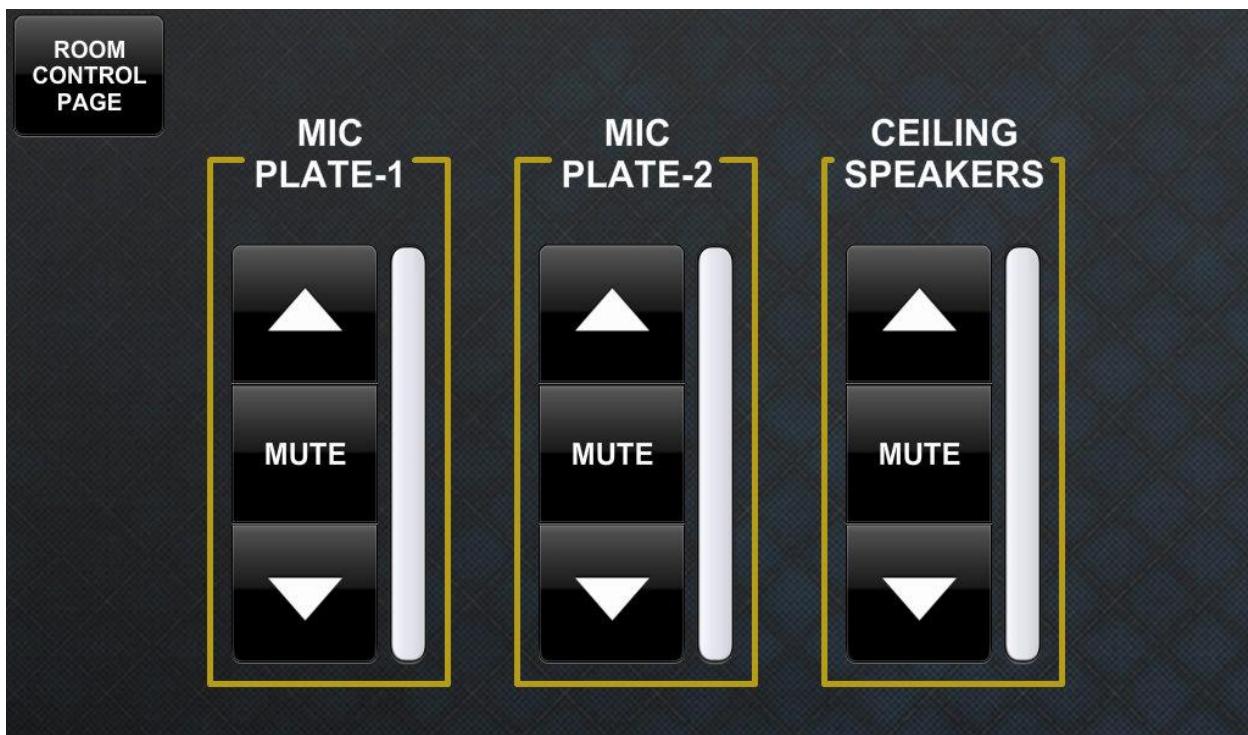
- i. Volume Up on television
- ii. Mute on television
- iii. Volume Down on television

3. Room Sources

Select the input you would like displayed on the television in the assigned conference room:

- i. Zoom Call Presentation – for use with devices plugged directly into the provided HDMI cable on the television cart AND for use of Polycom SoundStation webcam equipment
- ii. Wireless – allows you to wirelessly cast your device to the television.
- iii. House Feed – connects the room to a video and/or audio source directly from the master controls

Tech Page



1. Mic Plate-1 and Mic Plate-2

- i. Volume Up on the corresponding microphone input
- ii. Mute on the corresponding microphone input
- iii. Volume Down on the corresponding microphone input

2. Ceiling Speakers

- i. Volume Up on the ceiling speakers in the assigned conference room
- ii. Mute on the ceiling speakers in the assigned conference room
- iii. Volume Down on the ceiling speakers in the assigned conference room

Using Zoom rooms and PolyCom teleconference equipment (available only in the State and/or Century Rooms)

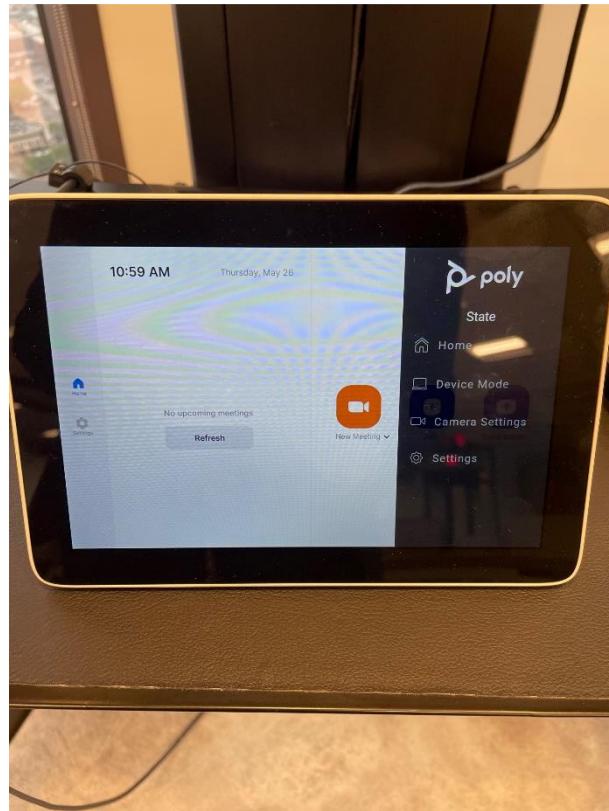
1. Include the following email addresses as an invitee to your meeting:
 - a. Horizon.state41@gmail.com
 - b. Horizon.century41@gmail.com
2. Your personalized Zoom meeting will automatically appear on the conference room tablet plugged into the television at the time of the meeting
3. Using the Crestron panel mounted on the wall, simply turn on the TV display and select Zoom Call Presentation.
4. Select “Join Meeting” on the Zoom tablet

Using the Polycom webcam equipment utilizing other virtual meeting systems (Teams, WebEx, etc.)

1. Turn on television display using the Crestron panel next to conference room entry.
2. In the Room Source section, select Zoom Call Presentation.
3. Two cables need to be plugged into the laptop being used to run the teleconference meeting.
 - a. HDMI (connecting TV to laptop)
 - b. USB (connecting polycom webcam to laptop)



4. Using the Poly tablet located on the TV stand swipe the touchscreen from the far-right side of the screen to the middle of the screen to pull up the menu. Select “Device Mode”

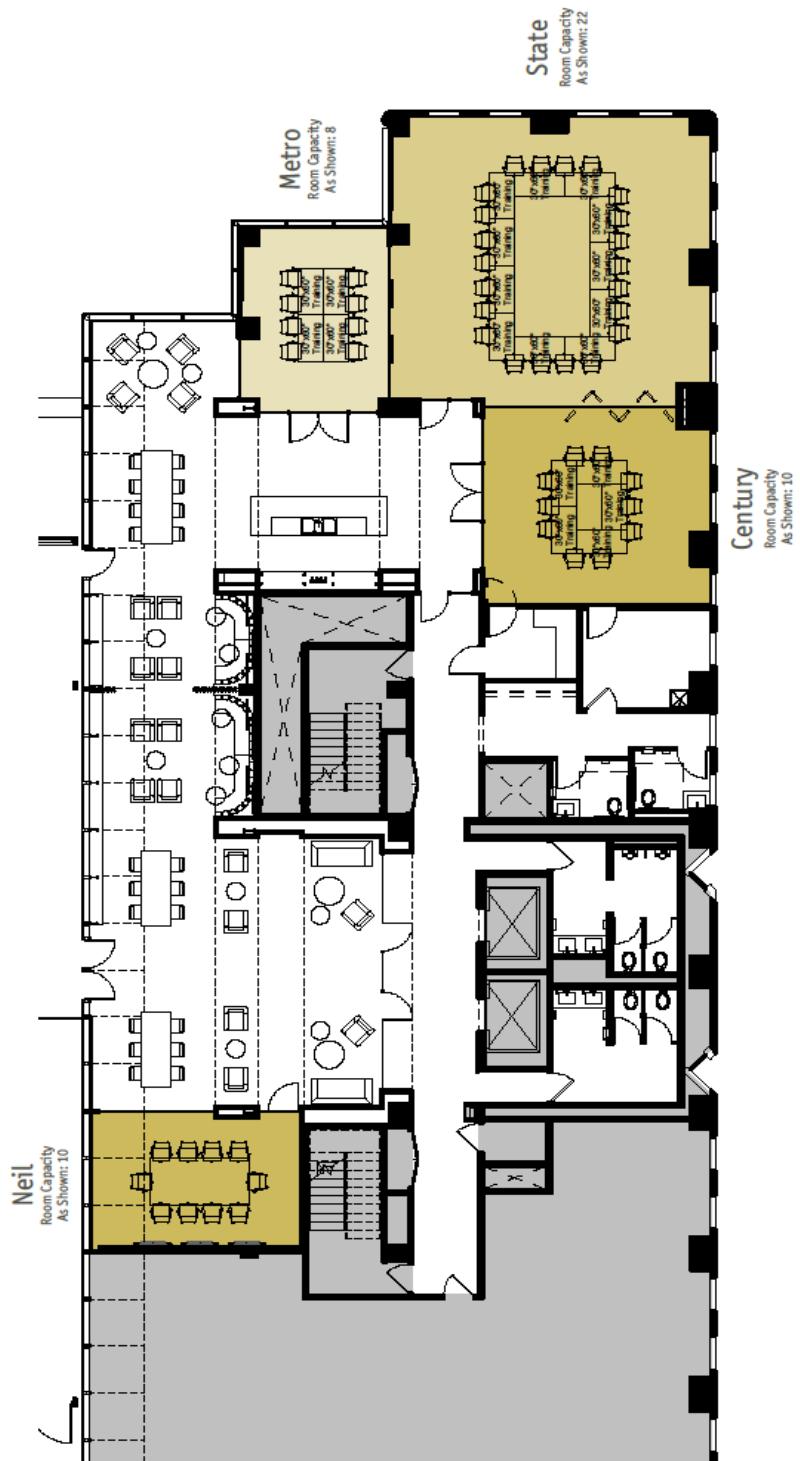


5. Meeting will appear on television screen and webcam will be in use.
6. Ensure Polycom is selected as the speaker and microphone in your virtual meeting settings.



HUNTINGTON CENTER

Horizon Suite



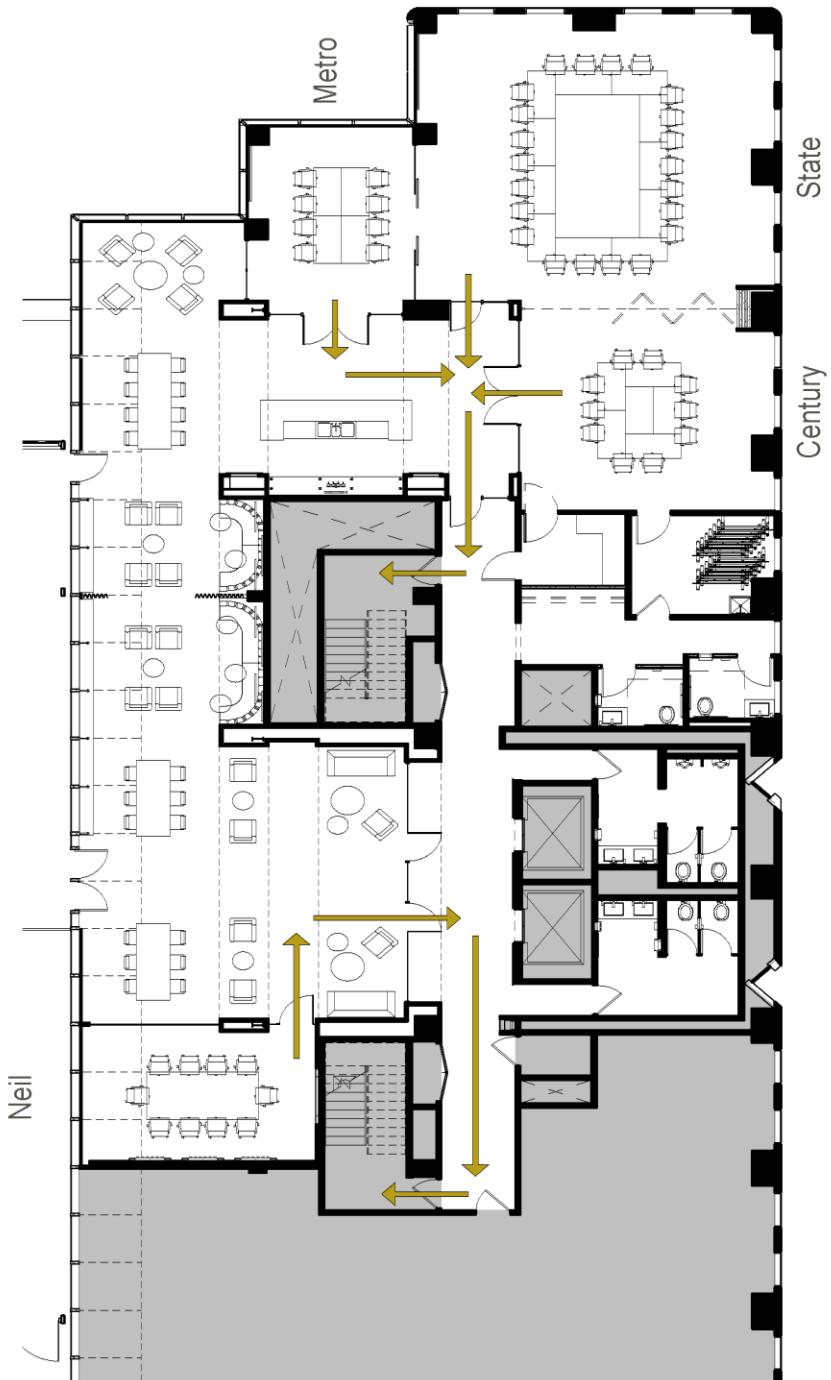
Conference Setup

APPENDIX B – EMERGENCY EGRESS



HUNTINGTON CENTER

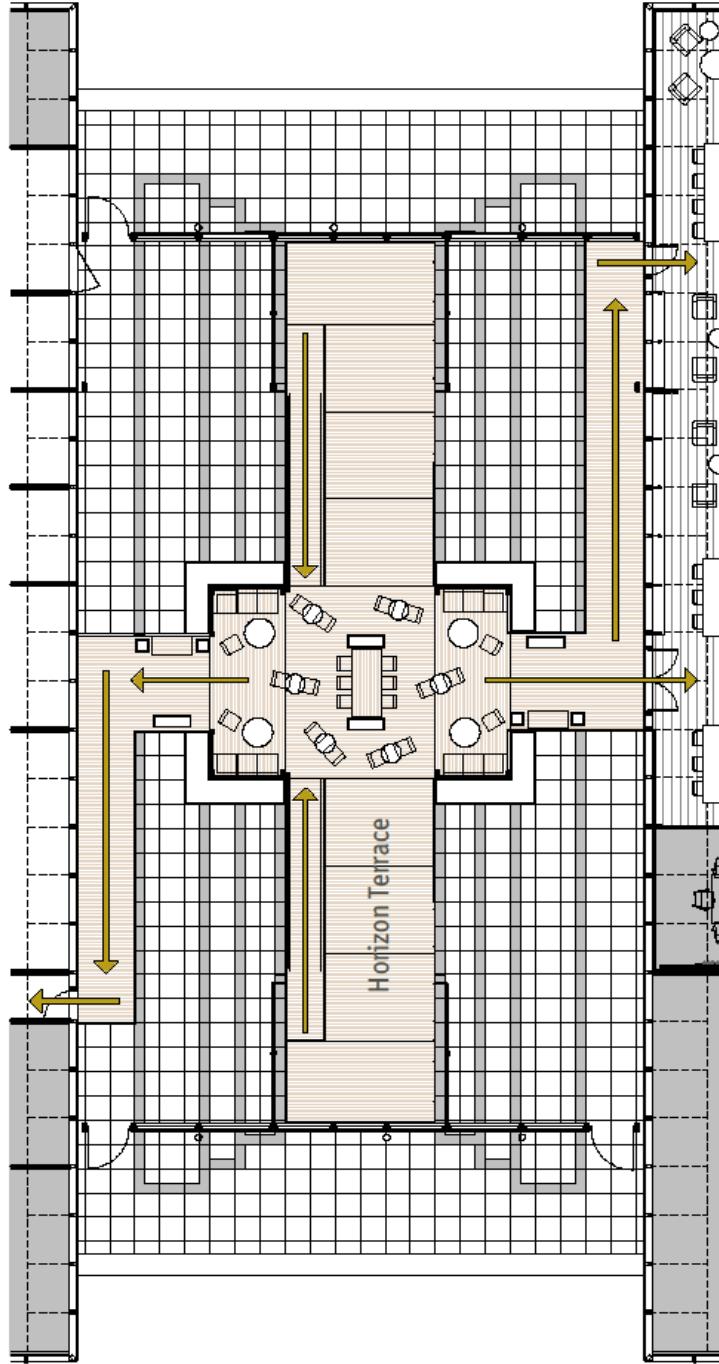
Horizon Suite



Egress Plan



HUNTINGTON CENTER



Terrace Egress Plan

APPENDIX C – CERTIFICATE OF INSURANCE REQUIREMENTS

All companies performing services at Huntington Center must provide a current Certificate of Insurance (COI), including the required limits and verbiage below, to the property management. We keep these documents on file. **If we do not receive such evidence of insurance as outlined below, the service provider will not be authorized to access the premises to provide any services or goods until such time that evidence of insurance is received.** If the limits are not met and your company carries excess liability coverage, please illustrate that policy on the COI and submit it to the property management for review. If you have any questions, please contact the property management office at (614) 461-5881.

A. Policy Limit Requirements:

1. Worker's compensation – statutory amount *and* copy of certificate from state agency
2. Comprehensive General Liability – \$1,000,000 Combined Single Limit
3. Automobile Liability - \$1,000,000
4. Employer's Liability - \$500,000
5. Commercial Crime Coverage with a limit not less than \$500,000 per occurrence*

B. Additional Insured Requirements:

We require that both Huntington Center Owner LLC and Hines Interests Limited Partnership be listed as additional insured as shown below:

Huntington Center Owner LLC and Hines Interests Limited Partnership are listed as additional insured.

C. Certificate Holder Requirements:

The Certificate Holder must be listed as shown below.

**Huntington Center Owner LLC
c/o Hines Interests Limited Partnership
41 South High Street
Columbus, Ohio 43215**

APPENDIX D – LOADING DOCK RULES AND REGULATIONS

Huntington Center is a unique building and we have specific delivery/service requirements of vendors to reasonably balance building security and tenant service. Loading dock rules are provided below to meet the high demand of over 45 tenants for loading dock space.

- Vendors must wear a face covering at all times.
- Please schedule all deliveries with the Property Management Office. We cannot provide building access without prior tenant approval.
- The loading dock is open from 6:30 a.m. to 4:00 p.m. We can accommodate deliveries to the building outside of these hours on a case-by-case basis. Please contact the Property Management Office with those requests.
- The loading dock is used for deliveries only. Parking is not provided for vendors.
- All delivery drivers sign-in with the loading dock attendant and present a valid Driver's License to obtain access to the building and freight elevators.
- There is a 20 minute limit at the loading dock.
- Any deliveries that require more than 20 minutes are made between the hours of 4:00 p.m. and 6:30 a.m. A fee of \$30.00/hr. may be charged if a loading dock attendant is required outside of normal dock hours.
- Loading dock space is made available for scheduled deliveries. Unscheduled deliveries are on a first come, first serve basis and are subordinate to scheduled deliveries.
- The maximum size trailer the loading dock can accommodate is 48 feet.
- The freight elevators have a 46" door opening and are 114" deep and 106" tall.
- Vendors cannot use items to prevent the freight elevator doors from closing at any time. This can lead to substantial damage to the freight elevators.
- All delivery personnel will follow directions of the loading dock attendant. Failure to obey the building's rules and regulations may result in denial of loading dock privileges.
- The loading dock is under 24/7 video surveillance and is monitored even when an attendant is not present.
- Pallet jacks are not allowed inside of the building during working hours.
- Deliveries cannot be stored on the Loading Dock.

These rules are reviewed on a periodic basis and are subject to change as directed by the building management. Please contact the Assistant Property Manager at (614) 461-5881 if you have any questions or concerns regarding loading dock access and rules.

APPENDIX E – ONLINE RESERVATION INSTRUCTIONS

1. Click on the link that was emailed to you and it will bring you to this page. Fill in all required fields with black asterisk – Full name and email, choose a password, fill-in your company name and position and accept the “Terms and Conditions”. For all future logins use: <https://thehorizon.spaces.nexudus.com/en>.

The screenshot shows the 'Create account' form on the Horizon platform. The form is divided into several sections:

- Personal details:** Fields include 'Full name*' (Andriana Hahn), 'What should we call you?' (Andriana), 'Phone number*' (010-12345678), 'Mobile Number' (010-12345678), and 'Email*' (andriana@gmail.com).
- Your Photo:** A section for uploading a profile picture with file size restrictions (10MB, 400px by 600px) and a note that it will be used in the member directory and profile page.
- Profile page cover:** A section for uploading a profile banner with file size restrictions (10MB, 1200px by 400px) and a note that it will be used as a background banner in the profile page.
- Professional profile:** Fields include 'Company Name*' (Hines) and 'Your Role / Position*' (Tenant Service Coordinator).
- Profile privacy:** A checkbox for 'Include my profile in the directory'.
- Heads up!** A note explaining that profiles in the directory must include a company name and position, and that email and personal contact details are not displayed.
- Password Settings:** Fields for 'Password' and 'Password confirmation' (both masked).
- Checkboxes:** 'I would like to receive occasional and relevant updates from Hines by email.' and 'Check this box to indicate you agree with our terms and conditions.'
- ReCaptcha:** A 'I'm not a robot' checkbox with a CAPTCHA image.
- Buttons:** 'Continue' and 'Cancel'.

2. You will then click on “Access your account” and then can click on “Bookings” from the dropdown list under My Dashboard. If you would like to view your current reservations you will select “bookings” in the list under “settings”.

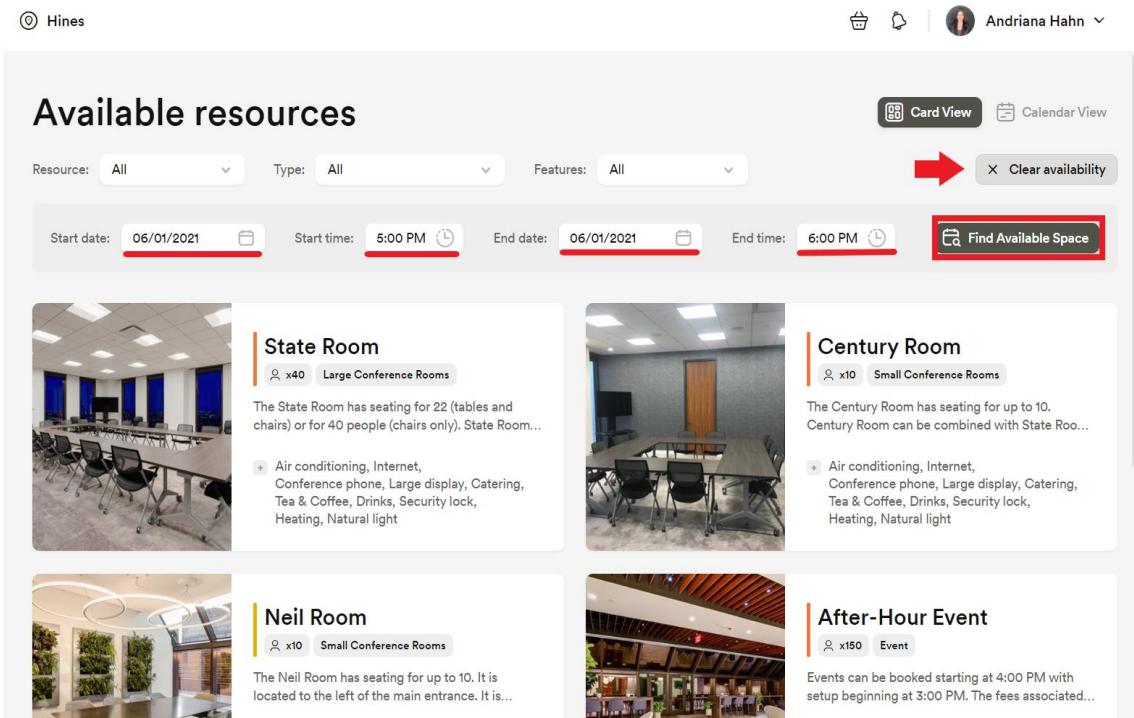
The top screenshot shows the 'Create account' page with a success message 'Thank you. You are all done!' and a 'Access your account' button. The bottom screenshot shows the 'Settings' page with the 'Bookings' tab selected in the sidebar.

3. To make a booking, select “Available resources” or “Calendar”.

The screenshot shows the 'Available resources' page with several room options listed:

- Century + State Room**: x60 Large Conference Rooms. Description: The Century + State Room can be combined for more space. The room is furnished with Wi-Fi, (2...
- State Room**: x40 Large Conference Rooms. Description: The State Room has seating for 22 (tables and chairs) or for 40 people (chairs only). State Room...
- Neil Room**: x10 Small Conference Rooms. Description: The Neil Room has seating for up to 10. It is...
- After-Hour Event**: x150 Event. Description: Events can be booked starting at 4:00 PM with...

4. Available resources will bring you to this page and you must click on “Check availability” to see the dates and times. Put in a Date, Start Time, End Date and End Time then select “Find available space.”



Available resources

Resource: All Type: All Features: All

Start date: 06/01/2021 End date: 06/01/2021

Start time: 5:00 PM End time: 6:00 PM

Find Available Space

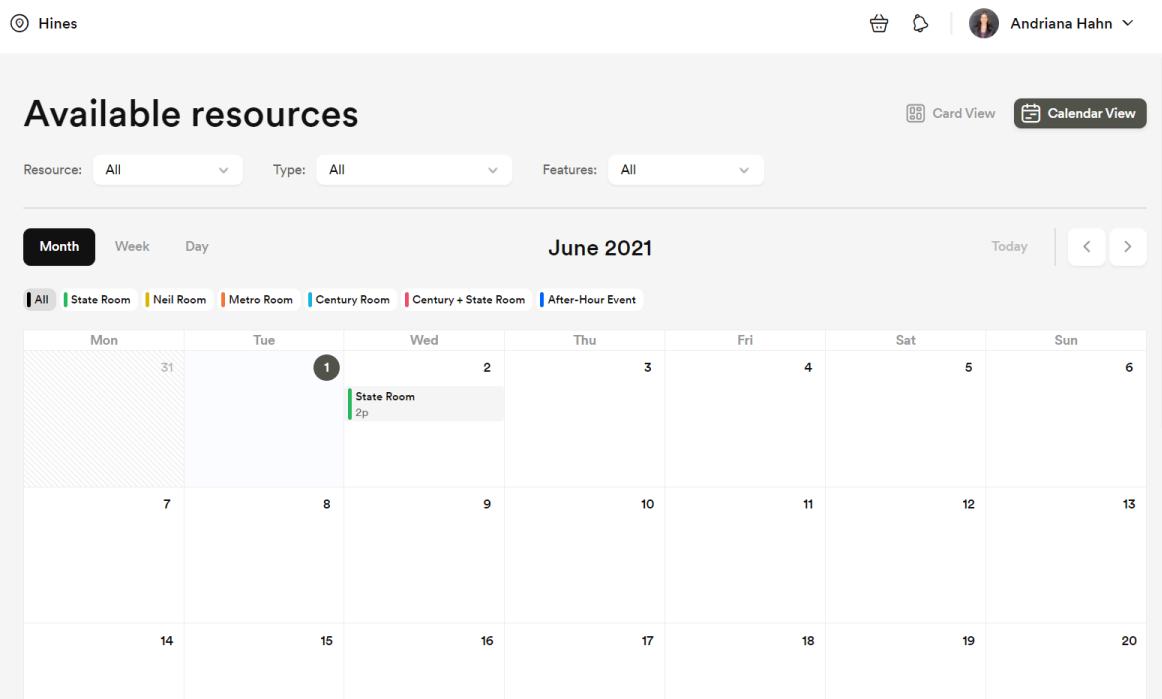
State Room
x40 Large Conference Rooms
The State Room has seating for 22 (tables and chairs) or for 40 people (chairs only). State Room...
+ Air conditioning, Internet, Conference phone, Large display, Catering, Tea & Coffee, Drinks, Security lock, Heating, Natural light

Century Room
x10 Small Conference Rooms
The Century Room has seating for up to 10. Century Room can be combined with State Roo...
+ Air conditioning, Internet, Conference phone, Large display, Catering, Tea & Coffee, Drinks, Security lock, Heating, Natural light

Neil Room
x10 Small Conference Rooms
The Neil Room has seating for up to 10. It is located to the left of the main entrance. It is...
+ Air conditioning, Internet, Conference phone, Large display, Catering, Tea & Coffee, Drinks, Security lock, Heating, Natural light

After-Hour Event
x150 Event
Events can be booked starting at 4:00 PM with setup beginning at 3:00 PM. The fees associated...

5. If you prefer to book from the calendar, you may do that by selecting “Calendar” from the Bookings dropdown tab. You will click on a date and select a resource.



Available resources

Resource: All Type: All Features: All

Month Week Day June 2021 Today < >

State Room **Neil Room** **Metro Room** **Century Room** **Century + State Room** **After-Hour Event**

Mon	Tue	Wed	Thu	Fri	Sat	Sun
31		1 State Room 2p	2	3	4	5
7	8	9	10	11	12	13
14	15	16	17	18	19	20

6. After you have selected a room, the box below will pop-up. Verify the time and date are correct. Please select the items you will require, number of attendees, put your meeting name and additional notes in the “notes” section at the bottom and then select “Confirm this booking”. You will then be taken to your basket and must select continue. Each request must be approved. You will then receive an approved/unapproved confirmation email. If you have any special requests, please email andriana.johann@hines.com directly.

Neil Room



x10 Small Conference Rooms

The Neil Room has seating for up to 10. It is located to the left of the main entrance. It is furnished with Wi-Fi, televisions, built-in sound system and conference phones. Each of these devices are connected via a local network which allow each room's audio and visual components to be controlled from a central location. All Meeting Room are equipped with Crestron controllers. These controllers provide direction on how to connect your device to the A/V equipment in the room. The Neil Room is available from 8:00 AM - 5:00 PM Monday-Friday to Tenants of Huntington Center. There is a \$25.00 cleaning fee for each meeting.

Select a time

Start: 06/07/2021 12:00 PM

End: 06/07/2021 1:00 PM

Additional Services

Conference Phone	\$0.00
Display	\$0.00
Food - Catering	\$0.00
Food - Delivery	\$0.00
Microphone	\$0.00
0	Number of Attendees

Discount code

Enter discount code **Apply**

Total **\$0.00**

Confirm this booking

Add to basket

HUNTINGTON CENTER

Hines

My dashboard

Bookings

Settings

Your basket

	Neil Room Friday at 3:00 PM → 4:00 PM	\$0.00
Clear basket		Change Remove

Discount code

Enter discount code **Apply**

Continue