



THE INVESTMENT BUILDING ROOF DECK GUIDE

We hope that this guide will answer any questions or concerns that you may have regarding use of the roof deck for special functions. Please read this guide thoroughly prior to your event. Please contact Management Services directly at 202-783-6345 to address any additional concerns that you may have. You may also email your Portfolio Manager (Christa Jackson) or Property Administrator (Caleb Hamilton) directly at cjackson@jbgsmith.com or chamilton@jbgsmith.com respectively.

All roof deck reservations should be made via JBG Smith Connect under "meeting area/rooftop terrace". In the description section, please be specific in the "reason for reservation" as this will be used in deciding to approve or not approve your reservation. The following criteria will be used when determining whether to approve a reservation. Generally, one of the following criteria should be met:

1. There should be some type of tie-in with an existing tenant (team building luncheon, staff party, promotion party, etc.), and even then, we do not host social events (i.e., Bar Mitzvahs, weddings, graduation/birthday parties, etc.).
2. The event should be charitable in nature; again, with some type of tie-in to a tenant. Generally, we do not approve events for third parties with whom we have no relationship.

Insurance:

We will not approve any event without proof of insurance. Due to the obvious legal exposure arising from the possibility of automobile accidents or other mishaps following a social function, we require that the host firm of the event secure a Certificate of Insurance naming **Ponte Gadea K Street LLC, JBG/Commercial Management, L.L.C., JBG Smith Employee Company, L.L.C. and JBGS Management OP, L.P.** as additional insured. You may attach your Certificate of Insurance when creating your reservation or e-mail to chamilton@jbgsmith.com.

The amounts of liability insurance to be carried for the event are \$1,000,000 in public liability with a \$5,000,000 umbrella. If you are planning on serving alcohol, please see the "alcohol" section below for additional requirements.

Alcohol:

Alcohol is permitted on the roof; however, your caterer must provide a certificate of insurance and proof of appropriate liquor liability coverage that indemnifies the ownership and management. 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 drinks at your function, it will also be necessary for you, as well as your caterer, to have liquor liability insurance.

Smoking Policy:

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

Set-Up/Take-Down

Load-in:

Caterers should use the freight elevator to load in. You can access the freight elevator via the loading dock entrance. Caterers should check in with Security at the loading dock. **Load-ins should never occur through the front doors.** There is a catering pantry available for caterers.

In set up, please keep in mind that all tables and chairs must be at least two feet away from all walls/columns and must not block elevator lobbies or fire exits.

During party:

Caterers should monitor roof deck for any spills. For safety purposes, glass containers are not allowed on the roof deck. Caterers can pour drinks from glass containers, but all guests must use plastic containers.

Load-out/Clean-up:

Caterers should take all trash and remaining food with them. They should not dispose of trash, etc. in our loading dock area.

Caterers should clean the roof deck floor before leaving. This includes picking up trash and sweeping floors. Caterers should use the freight elevator to load out. **Load-outs should never occur through the front doors.** All tables/chairs should be taken out of the building immediately after the event - not left for a pickup later.

Staff Service

All costs related to building services for before, during, and after the event (i.e., overtime HVAC, engineering, security, and cleaning service) will be the responsibility of the tenant. The rates for these services will be provided prior to the event.

Setup and cleanup is still 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.** Please do not ask the staff for any of these items; it is the responsibility of the company hosting the party or the caterer to provide them.

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

Management Staff:

Building management can be available to address any problems or questions that may arise.

Music:

Music is allowed on the roof deck. It is highly recommended that a walk-through is performed (prior to your event) with your music provider and building management and/or an engineer to address any concerns. Please make sure that your music company has provided a certificate of insurance naming **Ponte Gadea K Street LLC, JBG/Commercial Management, L.L.C., JBG Smith Employee Company, L.L.C. and JBGS Management OP, L.P. as additional insured.**

Furniture:

Existing furniture should remain in its current configuration.

Tents/Heaters:

Tents and/or heaters are not allowed on the roof.

Umbrellas:

Umbrellas will be opened or closed at building management's discretion.

After-hours access:

If your event is held outside of normal business hours, please contact building management to discuss access for guests and caterers. Please note: Building hours are 7a – 7p, Mon – Fri. The building is locked 24 hours on Sat and Sun.

ROOF DECK POLICIES AND PROCEDURES ARE SUBJECT TO CHANGE WITHOUT NOTICE.