



**LINK LOUNGE
VISITOR
GUIDELINES**



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We hope you enjoy the NAIOP LINK Lounge at Allsteel. This is a NAIOP Members Only Lounge and all guests must be accompanied by a NAIOP Member. Please adhere to the Guidelines listed below to help us make your visit enjoyable and keep the space clean and comfortable for all of our visiting members and guests. We thank you in advance for your compliance.

Please note: Admittance to the LINK lounge and LINK social events is restricted to NAIOP members ONLY. LINK will be free of charge during the introductory period ending May 31.

HOURS:

The NAIOP LINK Lounge @ Allsteel is open Monday – Friday, 9:00am – 4:00pm

Services include:

- Open Workspace
- **Free WIFI:** ASIBOSRC - **WIFI Password:** HNI_PUBLIC
- Light Refreshments

LOUNGE USE:

- Please keep the space clean by throwing away all trash in their designated trash or recycling bins.
- Please keep volume low, this is a meeting and workspace. Please be considerate to all other members working within the space.
- Please notify Anna McCluggage, mccluggagea@allsteeloffice.com and Taylor Pederson, pederson@naiopma.org if any issues or damage occur during your visit to the LINK Lounge.

ADMITTANCE TO THE LOUNGE IS LIMITED TO:

- NAIOP Members
 - Guests (limited to 3 per visit) accompanied by an NAIOP member

GUESTS:

- Must be accompanied and signed in by a member
- Members must be present while their guest is visiting the lounge
- Members are responsible for the conduct and/or damage caused by their guests

VISITING LINK LOUNGE:

- All visiting NAIOP Members must give at least one hour notice prior to their arrival at the LINK lounge using the OPTIX LINK App . Space at LINK is limited. Members are encouraged to sign up in advance to ensure space.
- To reserve space at LINK you must use the “RESERVE A ROOM” feature on the OPTIX LINK App, which can be found in the Google Play and Apple App stores.
- If you are bringing guests, you must book additional desks for your guests. (i.e; if you are bringing 2 guests in addition to yourself, please book 3 desks total). Once you have completed your reservation, you will receive an email requesting you to provide the names and email addresses for all your guest for security purposes.
- **PLEASE NOTE:** The “RESERVE A ROOM” feature is a virtual desk. You are not reserving a specific space/desk in the lounge. Once you arrive at LINK you are welcome to sit in the Café or Activity room to the right of reception. Desks throughout AllSteel are for Allsteel employees only.
- NAIOP MA and Allsteel reserve the right to close the LINK lounge at any time for private functions and events.

LOUNGE CONDUCT THAT MAY RESULT IN DISCIPLINARY ACTION BY NAIOP MASSACHUSETTS OR ALLSTEEL:

- Conduct unbecoming a member of the NAIOP LINK Lounge @ Allsteel
- Leaving the lounge with alcoholic beverages provided at events
- Bringing alcoholic beverages into the LINK Lounge
- Bringing a weapon into LINK Lounge
- Smoking
- Illegal gambling
- Profane or abusive language
- Rowdy behavior or fighting
- Destruction of Allsteel and LINK Lounge property
- Theft of Allsteel and LINK Lounge property

NAIOP MASSACHUSETTS OR ALLSTEEL RESERVE THE RIGHT TO:

- Ensure compliance to lounge rules
- Request proof of membership
- Refuse service to any Member
- Request any member to leave the premises for the remainder of the day

For questions contact Taylor Pederson, 781-453-6900 x7.