



MELVIN MARK BROKERAGE | CAPITAL GROUP | CONSTRUCTION | DEVELOPMENT

COLUMBIA SQUARE

111 SW Columbia Street Portland, OR 97201

BUILDING INFORMATION FOR TENANTS





MELVIN MARK BROKERAGE | CAPITAL GROUP | CONSTRUCTION | DEVELOPMENT

WELCOME TO COLUMBIA SQUARE!

We are pleased you have selected Columbia Square as your business location.

Columbia Square gives you all the hustle and bustle of downtown Portland without having to fight the traffic. The building offers extraordinary views of Mt. Hood, Mt. St. Helens and Mt. Adams, with the Willamette River stretching out at your feet. With covered parking right in the building, it's apparent why this is the Melvin Mark flagship property. There are two conference rooms for tenant use, on-site professional management and 24/7 uniformed security. On-site retail, restaurants and services complement a neighborhood bursting with key amenities in every direction. Columbia Square was the first building in the nation to receive a 4 Globes rating from the Green Building Initiative to recognize its environmental performance and accomplishments.

In order to make you feel "at home" as quickly as possible, we are furnishing some information that may be of assistance. Melvin Mark Brokerage Company and Building staff are dedicated to ensuring that you receive first-class service. We hope that this description of the building services and procedures will assist you in becoming acquainted with the building.



If you require any assistance; please contact us at 503.223.9203. Our office is open from 8:00 AM to 5:00 PM, Monday through Friday.

It is our intention to provide the best possible service for you and our other valued tenants in the Building.

Please visit melvinmarkcompanies.com and click on Tenant Portal, for full building information, company contacts and to re-print this tenant handbook.



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KEY CONTACTS

ACCOUNTING

All accounting-related questions can be answered by calling our Accounting Department, 503.223.9203.

Melvin Mark Brokerage Company will mail a courtesy rent statement at the end of each month for the following month's rent. Along with your statement, you will receive a return envelope to send your payment in. Checks should be made payable to Columbia Square LLC at the address listed below:

Columbia Square LLC
C/O Melvin Mark Brokerage Company
Unit #115
PO Box 5153
Portland, OR 97208-5153

Certificates of Insurance: Please send Certificates of Insurance to insurance@melvinmark.com.

Accounts Receivable questions: Please call 503.223.9203 or email ar@melvinmark.com.

BUILDING PERSONNEL

The manager is available to advise you on any aspect of maintenance, remodeling or refurbishing your work space. Any proposed changes in the physical layout, electrical service, mechanical operation or locks in your space must be submitted to the manager for prior approval. The manager will coordinate the preparation of any required plans, permits, reviews and inspection by local officials to assure compliance with building codes.

Mark Lueck
Building Manager



Bryan Morey
Engineer



Olmer De Leon Martinez
Maintenance Technician





MELVIN MARK BROKERAGE | CAPITAL GROUP | CONSTRUCTION | DEVELOPMENT

LEASING

Our team's knowledge and experience is available to help you make the best commercial real estate decisions for your business. Questions about lease agreements or additional space requirements should be directed to:

Tom Becic
Phone: 503.546.4513
tbecic@melvinmark.com



MAINTENANCE AND HVAC REQUESTS

We request the Tenant designate a primary contact within their office to coordinate tenant maintenance requests.

To contact your building personnel, call us at 503.223.9203. The building personnel have a very strict schedule of work to be performed in order to maintain the first-class condition of the building. We are equipped to respond to maintenance and mechanical problems through the use of our direct paging system to reach our building personnel. In order to serve our tenants well, we ask that all requests go through our main office.

- The building's HVAC operating hours are Monday through Friday from 7:00 AM to 6:00 PM and 8:00 AM to 1:00 PM on Saturday. The systems are off on Sunday. Call 503.223.9203 to arrange extended hours of operation at least 48-hours in advance, off-hour HVAC charges apply.
- For maintenance and HVAC requests, Monday - Friday from 8:00 AM to 5:00 PM, please call 503.223.9203 or Email: maintenance@melvinmark.com or send requests through the Tenant Portal at www.melvinmarkcompanies.com.
- For emergency issues and after normal business hours, please call the request in, 503.223.9203. Our 24/7 answering service will assist after hours.



It is our objective to keep the temperature in your work space as comfortable as possible for everyone and we are committed to conserving energy by operating our mechanical plant efficiently. The thermostats located throughout the building are sensitive instruments. Tampering with these instruments can cause failure of the heating and air conditioning systems. Due to solar radiation through the glass, you will find your office more comfortable if you draw the drapes or close the blinds on either warm or cold days. Proper operation of the air conditioning system is based on drapes or blinds being in the drawn position during direct solar exposure.

Space heaters are strongly discouraged. A typical space heater draws the load capacity of a 20 amp circuit breaker, this combined with whatever is on that circuit will usually cause the breaker to trip. Employees then do not have power to their work stations until a maintenance technician can get it reset. This can add up to many man-hours for a company.

Space heaters also present a fire danger and should the Fire Marshall inspect an office space, a “red tag” will be issued to the tenant. This “red tag” will require heaters to be removed within 30 days. If still present on re-inspection a citation will be issued.

SECURITY AND AFTER HOURS ACCESS

The building is protected by very strict security measures. A uniformed guard is stationed at the main floor lobby 24 hours a day. All tenants, guests and building personnel must sign in and out at the security desk after 6:30 PM on weekdays and anytime on weekends. No sign in is required between 6:30 AM and 6:30 PM during the week. Please furnish the guard desk with a correct list of persons who are authorized to have access to your office after hours (form provided on next page). After hours or weekends, access for repair, move-ins and move-outs, service or construction work is to be scheduled through the manager’s office.

All Hours: 503.223.9203

Guard (Day/Night): 503.756.4646

SIGNAGE

Prior to move-in, new tenants will receive a signage request form in their lease. Please return this form as soon as possible so that we may start processing your new signage. Signage requests can take four to six weeks to be completed after the date we receive the signage form.

For questions regarding building signage and directories, please call 503.223.9203 (email: maintenance@melvinmark.com). Please call if you need a price quote for changes to your existing signage.

For existing tenants that wish to order new signage or have changes to their existing signage, please call 503.223.9203 or notify your manager. All tenant signage must be pre-approved by Melvin Mark Construction Company prior to installation.



MELVIN MARK COMPANIES

AFTER HOURS ACCESS LIST

Columbia Square

Tenant (Firm) Name: _____

Date: _____

Office Contact Person: _____

Suite No: _____

Email Address: _____

Office Phone No: _____

People authorized to enter and have access to our office during the evening and weekend hours:
If more room is needed, please provide a complete list on your company letterhead.

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EMERGENCY CONTACTS: (Preferably 2 or more)

Contact Name: _____ Cell Number: _____ Alt Number: _____

Contact Name: _____ Cell Number: _____ Alt Number: _____

Contact Name: _____ Cell Number: _____ Alt Number: _____

Please return this form to our office as soon as possible. Thank you for your cooperation.



BUILDING INFORMATION

CARPET CARE

The manager will be happy to advise tenants and to help arrange for additional carpet care service.

CONFERENCE ROOMS

For conference room reservations, please call 503.223-9203, or email confreservations@melvinmark.com (please indicate bldg. name and room).

The building has two conference rooms as follows:

Floor 8: Accommodates up to 52 people.

- The room includes 14 long tables and four small tables with a window on the west side.
- A white board is painted onto the wall surface. Please only use erasable markers on the board.
- A laser-projection conference room A/V system provides:
 - Show presentations and other computer content;
 - Play cable television programming;
 - Show Blu-Ray videos (keyed access to cabinet needed);
 - Web conferencing such as Skype using HD camera and microphone;
 - Voice reinforcement through sounds system;
 - Wall-mounted touch panel controls;
 - Physical phone available for check-out at the Melvin Mark office in Suite 1380.

Floor 10: Accommodates up to 10 people.

- Includes long table and 12 chairs, no windows.
- Internet access is available through the 8th floor conference room connection point, and therefore may not be strong enough for video streaming. The connection is called "Melvin Mark WiFi", and no password is required. Further instructions are posted in the conference room or available through Melvin Mark.

Guidelines:

In order to provide equal access to the use of the conference room for all building tenants, following are guidelines to use when making reservations:

- When reserving a conference room five (5) or more weekdays in advance, only one (1) reservation per week can be scheduled per tenant. Reservation must not exceed eight (8) hours in length in a given work week period (Monday through Friday).
- When reserving a conference room for the current work week, our policy is first come, first served. Multiple appointments are allowed as long as they do not total more than eight (8) hours for any given week.



- In general, a tenant can only reserve one conference room for one time period. But, if an additional conference room is needed for the same day as an existing reservation and it is available, we would be happy to schedule it. The total for both rooms still may not exceed the 8 hour weekly limit, however.
- No reservations will be taken more than 90 calendar days in advance.

Reservations:

Reservations can be made in advance by:

- Sending an email to confreservations@melvinmark.com
- Calling our reservation line at 503.223.9203

A confirmation email will be sent back to you verifying the room is available and that the reservation request has been scheduled.

Wireless Internet Access

The building is equipped with unsecure wireless internet in both the 8th and 10th floor conference rooms (*Melvin Mark WiFi*), as well as in the lobby (*Columbia Square-Lobby*). No password is required, but you will need to accept the terms and conditions.

DELIVERIES/MOVES

To facilitate your move or deliveries, we request your cooperation by adherence to the following procedures. Please schedule your move with the manager as soon as possible. Do not stage furniture in the lobby.

- If building services are desired after normal operating hours, such as heating or air conditioning, overtime operation may be furnished at tenant's expense. We require 48-hours written notice in order to provide services.
- Movers must protect all door frames, including elevators. In addition, movers must protect the lobby flooring and carpeting with 4' x 8' sheets of Masonite. Elevators used for moving may have to be padded. Please check with the manager. Landlord requires that the building staff run the elevator for all moves in and out of the building; there may be a charge for this service which will be billed to you. You are responsible for any damage to the premises or persons resulting from the actions of your movers. Therefore, we highly suggest that you engage a reputable moving company.
- Small pieces of furniture or equipment consisting of one or two items weighing less than 200 lbs., such as chairs, empty carts, recycle bin, etc. may be moved during normal business hours. Any pallets will need to be broken down on the loading dock located on Jefferson, between First and Second Avenues.
- Larger pieces of furniture or equipment weighing more than 200 lbs. may be moved during normal hours at the discretion of the manager. These moves must be arranged in advance to insure the availability of the elevators, building staff and unnecessary inconveniences and delays. Any pallets will need to be broken down on the loading dock located on Jefferson, between First and Second Avenues.
- Moves must take place before 7 AM or after 5 PM, Monday through Friday, or any time Saturday and Sunday.
- Loading dock is 12'-8" located between First and Second Avenues on Jefferson Street. It is a first-come-first-served policy unless prior arrangements are made with the manager.
- Freight elevator access is in the basement of the building.
- Only hand trucks are allowed in the lobby using the outside perimeter to prevent cracking of marble.



- The moving company will need to provide a certificate of insurance naming Columbia Square LLC as additional insured.

HANGING ART

Please check with the manager before hanging pictures or other items on the walls. You are responsible for the restoration of the wall system at the end of your lease.

JANITORIAL SERVICES

The building janitorial staff is on the job five nights per week (Sunday through Thursday, except holidays), beginning at 5:30 PM. To assure that no important documents are disturbed, we have established a policy that only desks that are clear of papers will be cleaned. Recycling boxes are provided. The janitors dispose of full recycling boxes. Tenants are expected to bear the expense for the removal of refuse that substantially exceeds the normal daily amount.

Good housekeeping is a very important phase of our building operation. We make frequent inspections and meet regularly with the cleaning contractor who services the building to discuss their performance and areas where improvement may be required. We want to know when the service is not satisfactory. Any problems with or suggestions about the cleaning should be directed to the manager.

LOADING DOCK

The building is equipped with a loading dock, measuring 13' high at the entrance. The entrance is on SW Jefferson between SW First and SW 2nd Avenues. Please notify manager for specifics and to schedule a delivery. Specific parking instructions will be given for large truck deliveries.

LOCKS & KEYS

Please contact the manager to make arrangements for all lock changes or duplicate key requests, etc.

PARKING



A four-story, 230-space parking garage is available to tenants and their guests. Monthly parking is available to tenants based upon a ratio of one space per 1,000 square feet leased (1:1,000 SF).

Monthly parking passes can be purchased through City Center Parking's Monthly Parking Department. For more information please contact the Monthly Parking Department at 503.221.1666. A validation program for hourly parking is available through City Center Parking.

Electric Vehicle (EV) Charging Stations: Two electric vehicle (EV) charging stations are located on 4th fl of the garage and are available 24/7 for guests and tenants.



PETS

Pets are not permitted inside of the building unless they are ADA defined service animals

RECYCLING

Melvin Mark Companies are committed to conserving natural resources, using energy efficiently and reducing pollution. One way we do this is by providing opportunities for our tenants to recycle. Your building manager will furnish you with boxes for recycling office paper products. The building actively recycles construction waste, glass, mixed plastics/paper/aluminum, cardboard, light bulbs, batteries and metal. Compost is also available throughout the building.

Printable signage is available on our website including: Recycling, composting, trash, glass and plastic bag recycling. Available here: <http://www.melvinmarkcompanies.com/property/columbia-square/>.

Both compost and recycling are removed Sunday-Thursday throughout tenant suites through the janitorial service. For additional resources, including recycling posters and informational guides, please contact Melvin Mark Companies at 503.223.9203.

For your convenience, the building also provides a location in the basement for tenants to recycle e-waste items. All items donated are either recycled or refurbished through Green Century's' R2 Certified recycling process. A Certificate of Destruction is available for tenants upon request. Hard drives will be destroyed. Tenants may drop off e-waste items during regular business hours into the wire mesh bin located in the basement elevator lobby. The following items are accepted and free of charge to recycle:

| | | |
|------------------|----------------------|----------------|
| A/V equipment | Misc office machines | Cell phones |
| Monitors (CRT)** | Computers | Printers |
| Copiers | Routers/Hubs | Speakers |
| Scanners | DVD players | Servers |
| Fax machines | Stereo Equipment | Handheld games |
| Telephones | Ink Cartridges* | VCRs |
| Laptops | Misc cords, wires | LCD monitors |
| Key boards | Mice | |

*Place ink cartridges in the separate container located adjacent to the main e-waste collection bin

** CRT monitors are accepted in the normal e-waste bin, but incur a .12cent fee/pound. In order to recycle a CRT monitor, please add your contact information to the form attached to the bin. The form will be sent to the tenant for payment.





SMOKING POLICY

The building is a designated non-smoking building by the Oregon Clean Air Act (OR 433.835 – 433.875.) Smoking is prohibited in all public areas of the building including lobbies, corridors, stairwells and restrooms. Please contact the manager for further information.

TELECOMMUNICATIONS

Prior to move in, tenants should contact the provider of their choice to set up phone service. Contact your manager for approval prior to your telecom installation. A pre-arranged time with building staff will need to be arranged for this service. We cannot guarantee we will be available to provide telecom access for unscheduled vendors. It is the tenant's responsibility to have the phone service hooked up from the basement to the suite. When hiring your voice/data installer, make sure that prior to installation you hire a licensed electrical low voltage installer to pull the cable for phone, data or TV.

The following providers are in the building: Comcast Xfinity (Voice, data and video services):

- Integra Tw Telecom (Business ethernet, internet, IP and managed services, security services, transport and wavelength services, voice services.)
- Verizon Wireless (LD, internet and data telecom services (including E911))

TENANT IMPROVEMENTS

Building personnel are available to advise on any aspect of remodeling or refurbishing of your office space. Any proposed changes in the physical layout, electrical service or mechanical operation in your space must be submitted to the manager for approval of working drawings or plans prior to any work being started. The manager will help coordinate all construction work. Construction cleanup is the responsibility of the workmen unless special arrangements are made through the manager.

Questions regarding the design or construction of your new or existing space should be directed to the manager.



Melvin Mark Companies belongs to a permit program with the City of Portland called the Facilities Permit Program (FPP). Participating in this program simplifies and expedites the permitting process.

Under the FPP, all charges for permits or field inspections done in a participating building are billed directly to Melvin Mark Companies. Any charge for which Melvin Mark Companies is not the contractor is then billed back to the tenant.



EMERGENCY PROCEDURES

If for any reason emergency help is needed, please call 911 immediately. If it is not a life threatening emergency and is during normal business hours, one of our staff members can be reached by calling our main office at 503.223.9203.

If for any reason assistance is needed after hours, please call our answering service at 503.223.9203.

AED UNIT: AUTOMATIC DEFIBRILLATOR

An AED unit is located in the 1st floor main building lobby, mounted to the wall behind the security guard's desk. In the event of an emergency, open the AED cabinet and place the AED unit next to the victim. Turn on the AED unit and follow the user instructions. Call 911.

BOMB THREAT

In the event of a bomb threat, record as much information as you can, including:

- What the caller said and gender
- Identify any background noise and assess the validity of the call
- If possible, ask the caller where the bomb is located
- When is it set to go off
- What the bomb is contained in

After receiving the call, you should call 911 immediately and provide the dispatcher with complete details of the call. Be sure to identify the building address, your company name and suite number. Next, contact our main office at 503.223.9203 and inform them that you have received the threat and have called 911. The decision to evacuate will be made immediately.

CIVIL DISTURBANCE

Should a riot or civil disturbance start outside of the building, security personnel will immediately secure all entrances to the building. The police will be notified and building staff will keep tenants informed.

If a disturbance should occur in the main lobby, all elevators will be turned off at the first floor and police will be notified.

EARTHQUAKE PROCEDURES

In the case of an earthquake, keep away from windows and all other glass, free standing partitions or objects that may fall. Crouch under a desk, table or other heavily reinforced object. Be prepared for aftershocks. If it is necessary to evacuate the building, use the stairs and move to an open area away from high rise structures.



EMERGENCY EVACUATION

It is advised that tenants develop an Emergency Evacuation Plan on where staff is to meet in the event that the building needs to be evacuated.

FIRE SAFETY

- In case of fire, please call 911 immediately and evacuate the building via the stairs (do not use the elevators) and move at least one block away from the building after exiting.
- If caught in smoke, take short breaths, breathe through your nose and keep low to the ground or crawl to escape. The air near the floor is cooler and easier to breathe.
- Touch all doors before opening. Do not open doors that feel hot; seek another exit.
- Do not break windows. This would allow fresh air to rush in and fuel the fire.
- Fire extinguishers are located on each floor.
- Pull nearest fire alarm if time permits.
- Notify others in your vicinity.
- Await further instructions. Do not attempt to re-enter the building until instructed to do so by the Fire Department.

FLOODING

In the event of flooding or a water leak, contact our main office immediately at 503.223.9203. If possible, remove all desktop items and close file drawers to limit damage. Move materials off the floor, if possible. The building staff will turn off the water source and shut down electrical power as needed.

MEDICAL EMERGENCIES

In the event of a medical emergency, call 911 immediately. Be prepared to give the dispatcher the building address and your floor and suite number.

After the 911 call is complete, contact the manager at 503.223.9203 to report the medical emergency; this will allow management to have an elevator held at the lobby for the EMS team when they arrive. If time permits, post one person at the lobby elevator to lead the medical team directly to the person in distress.

POWER FAILURE

It is rarely necessary to evacuate the building due to a power failure. Unless you are directed to do so through the emergency communication system, please remain in your offices. If ordered to evacuate, do not use the elevators. Exit calmly through the nearest stairwell. The manager will attempt to advise you regarding the length and cause of the power failure as soon as possible.



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SEVERE WEATHER

When severe weather conditions become apparent, the U.S. Weather Bureau describes the conditions by two classifications: a watch or a warning. A watch becomes effective when atmospheric conditions are right to produce a particular weather phenomenon. A warning means that the weather condition has been spotted and prompt action must be taken for safety. Except in very rare circumstances, the decision to evacuate the building is based on the above weather reports.



BIKE ROOM FACILITY

BIKE PARKING

A secured bike room is available for year-round tenant use. The bike room, located in the basement, includes bike racks for over 40 bikes, bike pump, bike repair kit and a bench for tenant use. If you would like to register for the bike room, please submit the Bike Room User Agreement form (available at <http://www.melvinmarkcompanies.com/property/columbia-square/>) and you will be provided with the access code.





BIKE ROOM RULES

The Bike Room Facility is located in the Storage Space 50, right outside of the Management Office in the basement.

1. No bikes will be allowed in the lobby or elevators.
2. Bike room access is through the Jefferson Street door next to the loading dock; it will be left unlocked during regular business hours.
3. After-hours access: Please temporarily park your bike outside of main entrance and inform security you require bike access. Security will meet you at Jefferson Street (exit) door to let you into the building.
4. The Bike room is a first come, first served amenity and holds 44 bikes.
5. Rider will need to provide his/her own bike lock.
6. Please remember to remove your bike lock daily. Any locks remaining will be removed by building management.
7. All bikes need to be stored on the vertical racks for safety.
8. We are not responsible for lost or stolen items; park at your own risk.
9. A pin pad has been installed on the entrance for security; please call 503.223.9203 for the access code.
10. Cyclists that wear cleated shoes must change into appropriate footwear before entering elevators or lobby areas to minimize damage to the floors.

Should you have any questions or need any clarification on any of these rules, please contact 503.223.9203





COLUMBIA SQUARE BIKE ROOM USER AGREEMENT

_____ (“User”) has permission to use the Bike Room Facility, basement Storage Room #50, of the Columbia Square on a first-come, first-served basis, when available during the business hours of the building established by Columbia Square LLC (“Owner”), subject to the terms and conditions in this Agreement. User agrees to the following terms and conditions of the use of the Bike Room Facility:

1. Personal Use. The right given is personal to and only while User is employed by a tenant of Columbia Square. User shall not permit anyone other than User to use the pin code to the Bike Room Facility provided by Owner.

2. Permitted Use. The User shall have the right to use the Bike Room Facility for storing one bicycle and helmet only and for no other purpose or to store anything in the Bike Room Facility.

3. Compliance with Rules. User has read the Bike Room Facility Rules and agrees to comply with the Bike Room Facility Rules and all other rules and regulations regarding the use of the Bike Room Facility imposed by Owner from time to time.

4. Security. User must provide User’s own bicycle lock. Owner is not responsible for lost, stolen, or damaged property stored in the Bike Room Facility.

5. Term. The term of this Agreement is ongoing, commencing on the date of this Agreement. Either User or Owner may terminate this Agreement at any time. Also, Owner may choose to change the location of the Bike Room Facility.

6. Assumption of Risk; Waiver of All Claims. The User accepts the Bike Room Facility in its condition and bears all risk of bodily injury and loss of and damage to User’s property whatsoever. User acknowledges that User’s storage of User’s property is at User’s sole-risk. The Owner does not assume any liability for storage of User items. The User assumes all risk of injury, death and damage to persons or property related directly or indirectly to use of the Bike Room Facility. The User fully and unconditionally waives, discharges and releases Owner, the manager of the building and their respective members, agents, representatives, employees and affiliates from all claims, losses, damages, liabilities, costs and expenses (including attorneys’ fees) that relate directly or indirectly to the Bike Room Facility and the use of the Bike Room Facility, whether known or unknown and whether foreseen or unforeseen.

Date

Email

Phone number

Signature of User

Address / City / State / Zip

Print Name

Name of Employer



COLUMBIA SQUARE FITNESS CENTER

FACILITIES

The building provides a Fitness Center for building tenants only, located on the ground level of the building. The Fitness Center includes (2) treadmills, (1) elliptical, (1) recumbent bike, dumbbells and a functional trainer. Stretching and yoga space is also available. The Fitness Center also includes (3) uni-sex showers, (2) uni-sex restrooms, changing rooms and lockers.

MEMBERSHIP

The Fitness Center is available to all tenants of the building and membership is required. Tenants who wish to start membership need to review the Terms and Conditions and sign a User Agreement, available at <http://www.melvinmarkcompanies.com/property/columbia-square/>. Please return a signed agreement along with a \$10 fob deposit to our main office, temporarily located in Suite 700. The Fitness Center is currently free of charge for Columbia Square employees.

HOURS AND AVAILABILITY

The Fitness Center is available on a first-come, first-served basis for tenants only, when open during the business hours as established by building management. The Fitness Center is accessible via a key fob for members only.





COLUMBIA SQUARE FITNESS CENTER USER AGREEMENT

_____ (“User”) has permission to use the exercise room, equipment, and shower room in Suite 104 of Columbia Square (collectively, the “Exercise and Shower Facilities”) on a first-come, first-served basis, when available during the business hours of the building established by Columbia Square LLC (“Owner”), subject to the terms and conditions in this Agreement. User agrees to the following terms and conditions of the use of the Exercise and Shower Facilities:

1. Personal Use. The right given is personal to User. User shall not permit anyone other than User to use the key fob to the Exercise and Shower Facilities provided by Owner. Initial key fob requires a \$10 deposit, payable to Owner. When necessary, replacement key fobs available for additional \$10 deposit. Upon termination of this Agreement, User shall return the key fob in working order to Owner to receive their deposit refund.

2. Compliance with Rules. User has read the Exercise and Shower Facilities Terms and Conditions and agrees to comply with the Exercise and Shower Facilities Terms and Conditions and all other rules and regulations regarding the use of the Exercise and Shower Facilities imposed by Owner from time to time.

3. Fees. User agrees to pay a \$10 deposit for their fob. Owner may increase the fee by giving User 60 days’ prior notice. **Please make checks to Columbia Square, LLC** at Suite 1380, 111 SW Columbia Street, Portland, OR 97201.

4. Term. The term of this Agreement is one year, commencing on the date of payment. Either User or Owner may terminate this Agreement by giving 30 days’ prior notice to the other.

5. Assumption of Risk; Waiver of All Claims. The User accepts the Exercise and Shower Facilities in their condition and bears all risk of injury whatsoever. User understands the hazards of the use of showers and exercise equipment. The User assumes all risk of injury, death and damage to persons or property related directly or indirectly to use of the Exercise and Shower Facilities. The User fully and unconditionally waives, discharges and releases Owner, the manager of the building and their respective members, agents, representatives, employees and affiliates from all claims, losses, damages, liabilities, costs and expenses (including attorneys’ fees) that relate directly or indirectly to the Exercise and Shower Facilities and the use of the Exercise and Shower Facilities, whether known or unknown and whether foreseen or unforeseen.

6. Permitted Use. The User shall use the Exercise and Shower Facilities for exercising and for changing clothes and for no other purpose. The User shall not store any property in the Exercise and Shower Facilities.

Date

Email

Phone number

Signature of User

Address / City / State / Zip

Print Name

Name of Employer