

# US Bank Handbook

## Furniture Rental & Special Events

To better facilitate the set up and tear down of special events at US Bank Plaza, Urban Land Interests has developed the following policy for tenants to rent furniture.

All items are available on a first come, first serve basis. ULI currently has an inventory of:

Item	Quantity	Price Per Item
Folding Chairs (outside only)	66	\$1.00
Folding Chairs (inside only)	40	\$1.00
6 Ft. x 2.5 Ft. Rectangular Tables	9	\$7.50
30 Inch Round Cocktail Tables	10	\$10.00
60 Inch Round Tables	14	\$12.00

The rectangular tables can fit 6 people comfortably (2 per side, 1 at each end). The 60 inch round tables typically fit 8 people comfortably.

Furniture rental/set up requests should be submitted to ULI's office with at least 48 hours notice prior to your event. Requests should be submitted to [maintenance@uli.com](mailto:maintenance@uli.com).

ULI will do its best to accommodate each request, but may not be able to guarantee availability of furniture or staffing. In the event that ULI cannot fulfill your request, we recommend contacting [A-Z Event Essentials](#) at (608)846-5004.

ULI will use the rate structure outlined below for rental fees. ULI labor fees will also be applied.

### Janitorial Services for Events

Many tenant events occur after business hours. This is also the time when Janitorial services are performed throughout the building. Our staff is trained to observe and respect the privacy of these events. Pending the duration of the events, the janitorial staff will attempt to provide services to the meeting area after the event is complete. There may be times when this is not possible. Please let ULI know the time and duration of the event so we may best meet your cleaning needs.

ULI can provide additional janitorial services for events if needed. ULI will perform our standard lease-stipulated services for the event area at no charge for minor events. Pending the size and scope of the event, if the cleaning need is greater than our standard services there will be additional janitorial charges. In practice, this generally means that if event cleanup is greater than 1 hour, we will charge for the additional time needed to clean the event area. Standard hourly rates apply.

### Access Control Services for Events

For events that start or extend through after-business hours, you may need your suite and elevators "unlocked" for outside visitors to access your event. Please let us know in advance of any special needs you may have for your event. In order for ULI to meet your needs effectively, we request at least

48 hours notice.