

# US Bank Handbook

## Rules

It is important for all who use these outdoor areas to adhere to a few simple rules. These rules are designed to ensure that the space will be enjoyable for everyone.

### General Terrace Rules

The following rules apply to all building terraces - both private and shared:

- No smoking of any kind is permitted at any time. This includes the use of vapes or e-cigarettes
- No glass bottles or drinking glasses are permitted on the terrace except in designated areas and subject to specific usage rules
- No grills of any kind are allowed on terraces or courtyards
- No heaters of any kind are allowed on terraces or courtyards
- Do not feed any birds or other wildlife
- Please respect the privacy of tenants in office suites that border the outdoor spaces

### Private Terrace Rules

The following rule applies to private terraces, accessible through tenant space:

- Outdoor umbrellas must be closed and taken down nightly to prevent damage to pavers, windows, etc.

### Shared Terrace Rules

The following rules apply to the US Bank Plaza 4th floor Rooftop Terrace:

- Please leave the terrace clean when you leave
- Please respect the rights of other people who may be using the terrace at the same time
- Please do not move existing terrace furniture
- Terrace occupancy is subject to any city, county, state or federal restrictions

Terrace Hours:

- Standard Terrace Hours: 7AM to 6PM, Monday through Friday (*except when reserved for a private event*)
- Extended Terrace Hours: 7AM to 9PM, Monday through Friday (*by reservation only*)

Terrace / Courtyard Reservations:

- All terrace reservations must be made and sponsored by US Bank Plaza tenants. We are unable to provide private reservations for tenant employees or the general public.
- Exclusive use of the terrace can only be obtained by reservation through Urban Land Interests. Reservations are available on a first-come, first-served basis, and are subject to availability.
- Tenants are required to provide proof of insurance for any vendors they work with to provide, food, furniture, etc. for an event or reservation.
- The preferred furniture vendor is [Event Essentials](#)
- All items must be removed from the terrace at the end of a reservation, with the exception of rented furniture. If possible, please fold any chairs and stack them under tables.
- In the event of inclement weather, there will not be an alternate event location available.
- Reservations are only allowed on standard business days (Monday through Friday) and

reservations are not available on weekends or holidays.

- Please note that the US Bank Plaza parking ramp closes daily at 6PM

*Each office lease contains a complete list of building rules, which apply to all areas of US Bank Plaza, including the outdoor terraces.*

**To reserve the US Bank Plaza Terrace, or if you have any questions please contact Urban Land Interests at (608)251-0706 or [homeoffice@uli.com](mailto:homeoffice@uli.com)**