

# One East Main 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 is permitted at any time
- 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 all Block 89 shared building terraces and courtyards:

- Please leave the terrace clean when you leave and take all refuse to your office for proper disposal.
- Please respect the rights of other people who may be using the terrace at the same time
- Furniture must be lifted and not dragged across the rooftop pavers. Please ensure that all

furniture is returned to the original position.

- Terrace occupancy is subject to any city, county, state, or federal restrictions

#### Terrace Hours

- Standard Terrace / Courtyard Hours: 7AM to 6PM Monday through Friday (*except when reserved for a private, tenant-sponsored event*)
- Extended Terrace / Courtyard Hours: 7AM to 9PM Monday through Friday (*by reservation only*)
- **When the terrace doors lock, access to the building from the terrace or courtyard will be denied, which makes it possible to be locked on the terrace or in the courtyard. Please be sure to exit the terrace and courtyard before the above-stated times. If you are locked out and stuck on the terrace or in the courtyard, please call (608) 251-0707 for assistance.**

#### Terrace / Courtyard Reservations:

- All terrace reservations must be made and sponsored by Block 89 tenants. We are unable to provide private reservations for tenant employees or the general public.
- Exclusive use of the terrace or courtyard 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.
- ULI will provide one trash and one recycling container for all reserved events.
- 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.

*Each office lease contains a complete list of building rules, which apply to all areas of Block 89, including the outdoor terraces.*

**To reserve the Block 89 Rooftop Terrace or Courtyard, or if you have any questions please contact Urban Land Interests at (608)251-0706 or [homeoffice@uli.com](mailto:homeoffice@uli.com).**