



BUILDING AMENITIES

HANDBOOK



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September 16, 2019



SNAPSHOT OF YOUR CLUBHOUSE

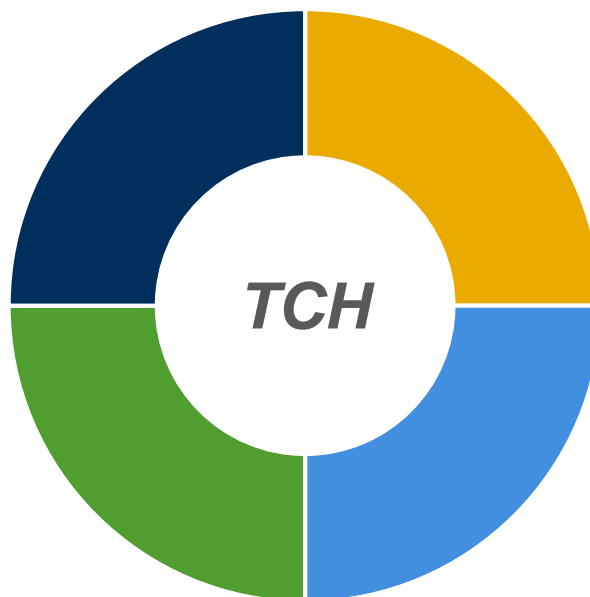
Welcome to your Clubhouse. Our vision for The Clubhouse is that it be an amenity rich resource for Sanctuary tenants. Beyond meeting tenant fitness, food and conferencing needs, The Clubhouse should be a hub of activity where you can always find something exciting happening outside of your office. Also, The Clubhouse is for *you*, our tenants. So let us know how you would like to use The Clubhouse for your professional and personal needs.

THE MARKET

- Chef-Inspired Café
- Five Food Stations
- Healthy, Farm-to-Fork Food Options
- Brew Bar

THE FIT CLUB

- State-of-the-Art Facility
- Two Fitness Studios
- Group Fitness Classes
- Locker Rooms with Towel Service



CONFERENCE

- The Forum Assembly Room
- The Forum Club Room
- The Forum Combined
- The Board Room

COMMUNITY

- Tenant Events & Engagement
- Professional Resources
- Coworking & Socializing

Meet The Clubhouse Team

Tiffany Greene

Community Manager
The Clubhouse

TGreene@rpopoperations.com

O: 404-719-5570

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Rich Hollingsworth

General Manager
The Market

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Erin Faris

General Manager
The Fit Club

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1. THE CLUBHOUSE PROCEDURES

Building Hours

The Clubhouse main tenant lounge area and conference spaces will be available for use between the hours of 6am and 8pm, Monday through Friday. Card access will be required to access The Clubhouse outside of normal Sanctuary business hours, 7am-6pm, Monday through Friday. The Clubhouse will observe general Sanctuary holiday closures.

Security

The Clubhouse is equipped with a card access security system at the building entrances in both the common areas and The Fit Club. Members of The Fit Club will have card access to the facility during operational hours (5am-10pm, M-F; 8am-5pm, S-Su). There will be no access granted to The Clubhouse common areas outside of regular building hours, aside from pre-approved special events.

In most cases, The Fit Club access can be added to previously existing tenant access cards. In the case that an access card is not compatible with The Fit Club scanners, access cards will be issued at a cost of \$15 per card to those submitting a request to the Community Manager or Management Office for The Fit Club access.

Visitors

Outside normal business hours, all deliveries, visitors, contractors, vendors or personnel going to The Clubhouse must notify the Community Manager or the Sanctuary Management Office at least 24 hours prior to arrival.

In the case of a large group (i.e. conference or event) outside of building hours, The Clubhouse Community Manager or Sanctuary Management Office will need to receive a request in advance, including a list of attendees in order to maintain even traffic flow. Should a visitor arrive at the guard house without prior authorization, the security guard will place a call to your primary and/or secondary tenant contact to request authorization. In the case that neither contact can be reached, and prior authorization is not arranged, the visitor(s) will not be granted access to the park or The Clubhouse.



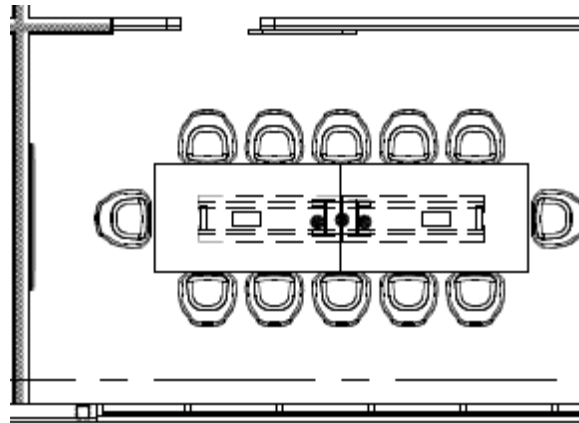
2. CONFERENCE SPACES

The Clubhouse has three different conference spaces for rental with four different ways to utilize the spaces.

The Board Room –

Modern executive meeting space with glass walls and an outside view.

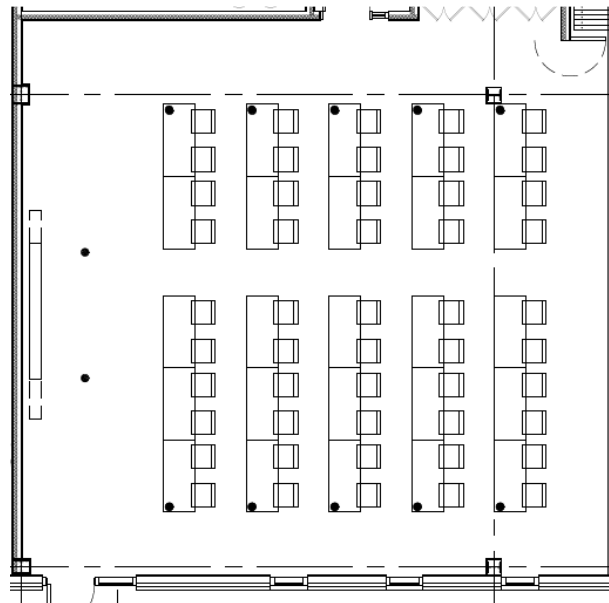
- Seats 12
- 75" Wall Mounted Screen
- Audio & Visual Equipped
- Video Conferencing Capable
- \$200/day or \$40/hour
- 24 Hour Cancellation Notice



The Forum Assembly Room –

Training and meeting space for medium to large sized groups with ample space for catering.

- Seats 50 Classroom Style or 98 Auditorium Style
- 65" x 116" Drop-Down Projection Screen & Projector
- 12 Ceiling Speakers
- \$200/day or \$40/hour
- \$75 for Room Setup (24 Hour Advance Notice Required)
- 24 Hour Cancellation Notice



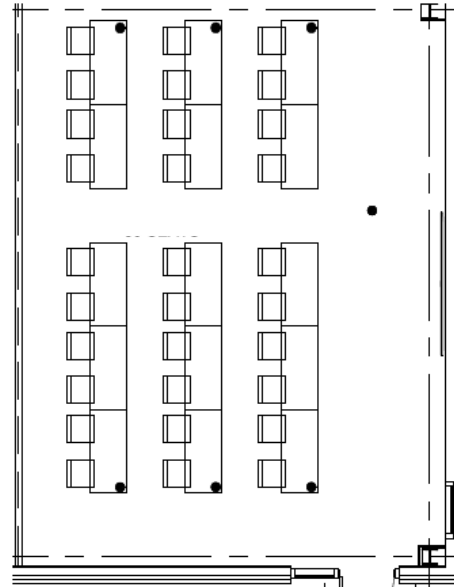


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The Forum Club Room –

Training and meeting space for small to medium sized groups with room for catering.

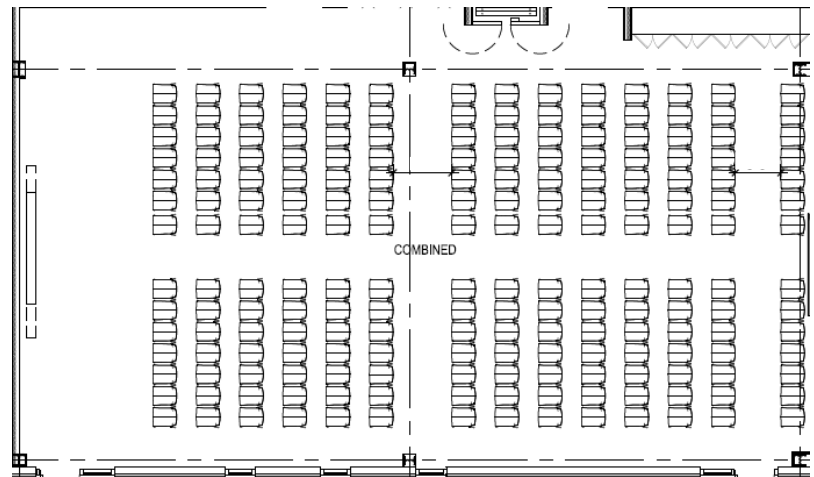
- Seats 30 Classroom Style or 84 Auditorium Style
- 90” LCD Wall Mounted Screen
- 6 Ceiling Speakers
- \$200/day or \$40/hour
- \$75 for Room Setup (24 Hour Advance Notice Required)
- 24 Hour Cancellation Notice



The Forum Combined –

*Conference or training space best for large groups and events. Can be customized as needed. *Book both the Assembly Room & Club Room in Building Engines in order to reserve. Both spaces must be booked for the full day if requesting auditorium style seating. **

- Seats 80 Classroom Style or 200 Auditorium Style
- 65" x 116" Drop-Down Projection Screen & Projector
- 18 Ceiling Speakers
- \$400/day or \$80/hr
- \$75 for Room Setup (24 Hour Advance Notice Required)
- 72 Hour Cancellation Notice for Full Day Reservations



3. CONFERENCE POLICIES

Catering

Onsite catering from *The Market* is required for all food needs in The Clubhouse meeting spaces. Please see details about onsite catering under *The Market*.

Cancellations

Full 24-hour cancellation notice is required for refund of conference room reservations.

Room Setup

Room setup is \$75 per a reservation.

Reservations must be at least a half day long to request room setup. The room setup fee only includes one configuration. Room setup requests should be placed at the same time as conference room reservation requests, and at least 24 hours before the start of a reservation. Room configuration options are limited to:

- Classroom – Tables & chairs facing the screen at the front of the room. **Only option with access to power outlets in tables.**
- Auditorium – Chairs without tables setup facing the screen at the front of the room.
- U-Shaped – Tables with chairs arranged in rectangle shape with open face directed toward screen.
- Board Room – Tables arranged in large rectangle shape with chairs on every side.

To request room setup, please make the request in the description box when placing a conference room reservation in Building Engines. Please also include your preferred configuration.

Those who choose to setup conference rooms on their own must reset the room into the default classroom configuration at the end of their reservation. Failure to reset the room will result in a \$75 fee.



The Clubhouse Additional Space Reservations

Whole or parts of The Clubhouse can be reserved for special events, holiday parties and company happy hours. Sanctuary is happy to accommodate these requests for The Clubhouse! Please work with The Clubhouse Community Manager on specialty event requests so that we can work to meet your event specific needs. Below is the general pricing for reservations of The Clubhouse additional spaces. Additional fees for janitorial and security may be incurred on a case by case basis.

Full Facility –

The Clubhouse top level reserved for your party and event needs.

- \$500 flat rate.
- Reservations for the whole The Clubhouse facility can take place beginning at 5pm. Special arrangements need to be made for events that go past building hours.

Café Lounge –

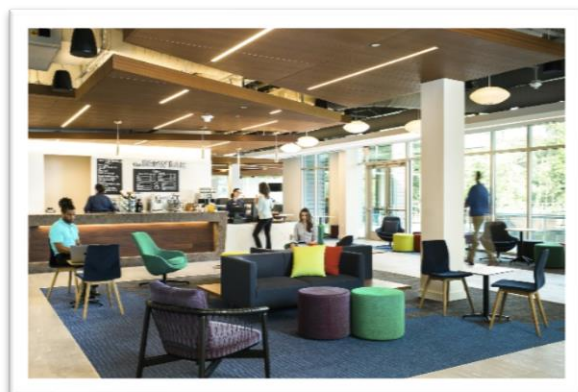
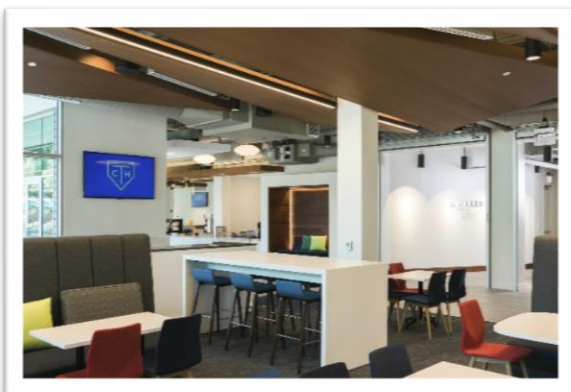
Café dining area and game room including ping pong table & shuffle boards.

- \$350 flat rate.
- Reservations for The Clubhouse Café Lounge can take place beginning at 3pm. Special arrangements need to be made for events that go past building hours.

Coffee Lounge –

Lounge space at entrance of building adjacent to Brew Bar.

- \$50/hr after 4pm when Brew Bar closes.
- \$150/hr during Brew Bar operating hours. Includes an optional 20 drinks per hour from Brew Bar until 4pm. A request must be placed for the Brew Bar to remain open during reservation.



4. THE MARKET

The Market is Sanctuary's chef inspired café located at the top level of The Clubhouse.

Hours of Operation

Main Café including *The Deli*, *The Garden Bar*, *The Skillet* & *The Brick Oven*:

Breakfast – 7:30am-10am

Lunch – 11am-2:30pm

Brew Bar:

7:30am-4pm



Food Stations

The Brew Bar –

Serving a variety of smoothies and made to order coffee and espresso beverages

The Deli –

Featuring a variety of handcrafted hot and cold sandwiches

The Garden Bar –

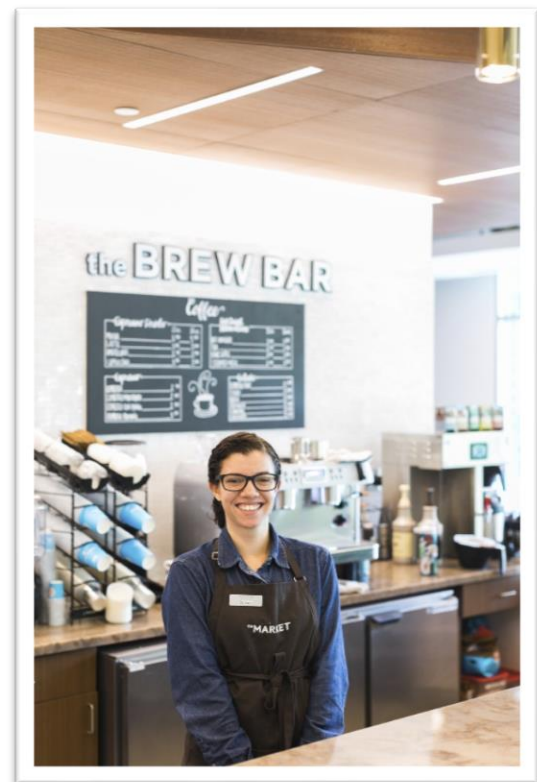
Farm-to-fork salad bar with signature specialties or build-your-own

The Skillet –

A rotating selection of chef-inspired daily entrées

The Brick Oven –

Featuring a variety of classic flatbreads and personal pizzas



5. CATERING

The Market can provide full catering for all your meeting and event needs – from boxed lunches to formal party offerings.

Catering Procedures

Requests for catering can be placed with The Market's General Manager, Rich Hollingsworth, by email (RHollingsworth@metzcorp.com) or phone (404-242-9698).

For the full spectrum of catering options, please place your catering order at least 48 hours in advance of your meeting or event. The Market will work to meet your catering requests placed within the 48 hour window on a case by case basis.

Sample Breakfast Offerings

Getting Started

Assorted Mini Muffins, Danishes and Scones with Assorted Individual Yogurts and Fresh Fruit Mix. With Dancing Goats Coffee and Fresh Juices.

Mix It Up

Muffins, Breakfast Pastries, Bagels and all the Accompaniments. Fresh Fruit Bowl with Yogurt Dipping Sauce and Granola with Dried Fruit. Dancing Goats Coffee, Assorted Teas and Fresh Juices.

Good Morning (SERVES 8)

A Box of Dancing Goats Coffee and an Assortment of Pastries, Cinnamon Rolls and Mini Muffins.



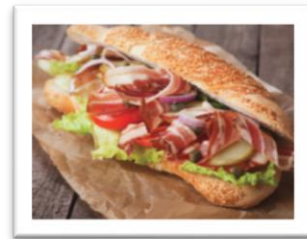
Sample Lunch Offerings

Executive Boxed Lunch

Choose One of Our Signature Sandwiches, Wraps or Premium Salads. Select a Side Salad, Chips or Whole Fresh Fruit, One of Our Cookie Classics and a Beverage.

Market Street Café Platter

Select Three Options from Our Specialty Sandwiches, Wraps or Entrée Salads. Select One Side Option and One Dessert Option. Includes House-Made Flavored Chips and Beverages.



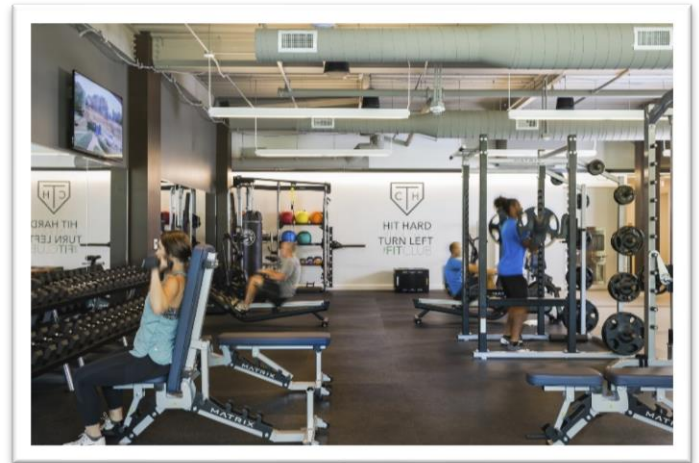
Please see *The Market* catering menu for all catering options and prices.

6. THE FIT CLUB

The Fit Club is Sanctuary's world class fitness facility located on the terrace level of The Clubhouse.

Offerings

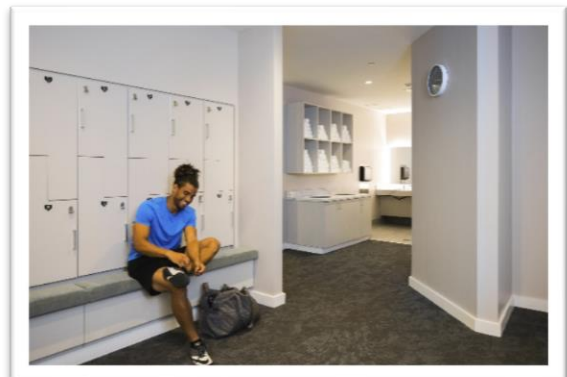
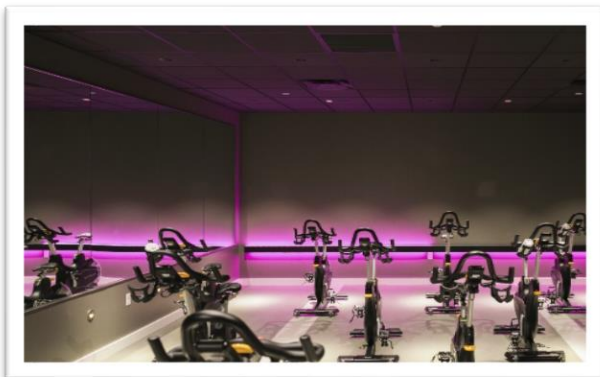
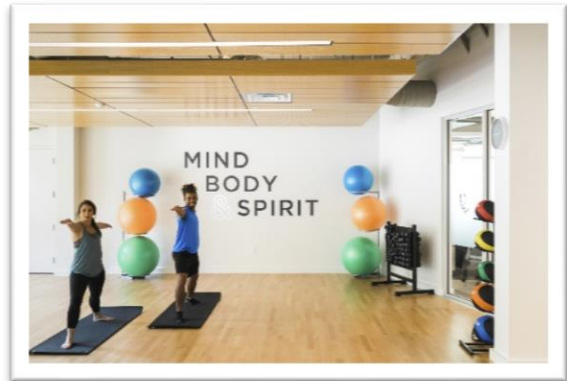
- Group Fitness Classes and Spin Rooms
- Spacious Locker Room Facilities
- Health and Wellness Resources
- Dedicated Onsite Management
- Monthly Memberships
- Unlimited Classes Included with Membership



The Fit Club also offers weekly fitness challenges and engagement activities for its members. The Fit Club sends out a monthly newsletter to its members with a calendar of events and monthly resources.

Facility Hours

5am-10pm – Monday-Friday
8am-5pm – Saturday & Sunday
8am-5pm – Sanctuary Park Holidays



The Fit Club Policies

- The Fit Club is exclusively for Sanctuary Park employees. Guests within Sanctuary Park may try the facility for \$10 per day (please bring a photo ID).
- Membership cancellations should be placed 30 days in advance.
- Close toed shoes must be worn on the gym floor.

Additional Amenities

Massages (by appointment)

Chair -

10 mins = \$10

20 mins = \$20

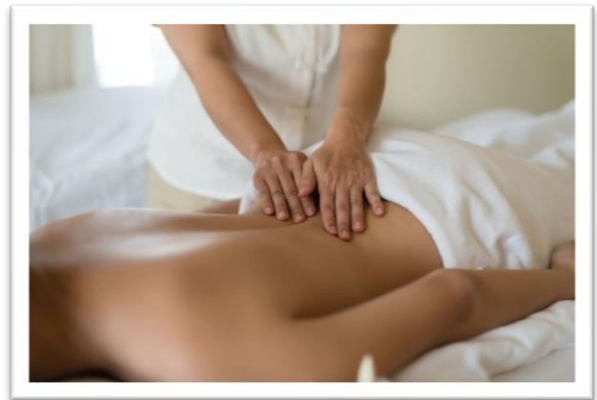
30 mins = \$30

Table -

30 mins = \$40

60 mins = \$75

90 mins = \$110



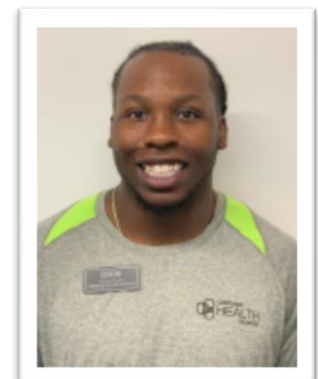
Personal Training (by appointment)

# of Sessions	Package Price	Price per Session
1 - 1 client	\$52	\$52
8 - 1 client	\$384	\$48
12 - 1 client	\$547	\$46
1 - 2 clients	\$35	\$35
8 - 2 clients	\$269	\$34
12 - 2 clients	\$384	\$32
1 - 3-5 client	\$52	\$52
8 - 3-5 client	\$384	\$48
12 - 3-5 client	\$547	\$46

Personal Trainer: Dion DuBose

B.S. Health Science, NCCPT Certified PT

Education/Certifications: Dion received his Bachelor of Science degree in Health Science, majoring in Sports Management. He attended the National Council of Certified Personal Trainers and attained his Personal Training Certification. He received CPR, AED, and First Aid Certifications from the American Heart Association.





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7. INTRALOOP SHUTTLE

Sanctuary is proud to offer a complimentary shuttle to and from The Clubhouse from 10:30am to 2:30pm, Monday through Friday.

Sanctuary Intraloop Shuttle

Bldg	Time	Time	Time	Time	Time	Time	Time	Time	Time	Time	Time	Time
1130	10:30	10:50	11:10	11:30	11:50	12:10	12:30	12:50	1:10	1:30	1:50	2:10
1120	10:32	10:52	11:12	11:32	11:52	12:12	12:32	12:52	1:12	1:32	1:52	2:12
1110	10:33	10:53	11:13	11:33	11:53	12:13	12:33	12:53	1:13	1:33	1:53	2:13
TCH	10:34	10:54	11:14	11:34	11:54	12:14	12:34	12:54	1:14	1:34	1:54	2:14
1150	10:36	10:56	11:16	11:36	11:56	12:16	12:36	12:56	1:16	1:36	1:56	2:16
1105	10:38	10:58	11:18	11:38	11:58	12:18	12:38	12:58	1:18	1:38	1:58	2:18
1125	10:41	11:01	11:21	11:41	12:01	12:21	12:41	1:01	1:21	1:41	2:01	2:21
1145	10:42	11:02	11:22	11:42	12:02	12:22	12:42	1:02	1:22	1:42	2:02	2:22
1165	10:45	11:05	11:25	11:45	12:05	12:25	12:45	1:05	1:25	1:45	2:05	2:25
1185	10:46	11:06	11:26	11:46	12:06	12:26	12:46	1:06	1:26	1:46	2:06	2:26

