

**150 KING STREET WEST  
QUIET ROOM REGISTRATION FORM**

**Quiet Room Location: 150 King Street West, 24<sup>th</sup> Floor**

Please print clearly:

Applicant's Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**The following guidelines have been established for Quiet Room use. BentallGreenOak reserves the right to revise the guidelines from time to time.**

1. The Quiet Room is for use during work hours (Mon-Fri, 8AM to 6PM)
2. The Quiet Room is free of charge and available on a first come, first serve basis.
3. All activities and attendees must be quiet while in the Quiet Room.
4. Any personal items brought into the Quiet Room shall always be at the sole risk of the user and BentallGreenOak is not responsible for any loss, theft or damage to such items or for any injury resulting from the use of the Quiet Room. Management and community laws, codes and regulations including but not limited to Occupational Health & Safety, Fire Prevention and property damage apply to the use of the Quiet Room.
5. All users of the Quiet Room must be tenants at 150 King St West and registered with the BentallGreenOak management office.
6. There is an open religion policy for prayers in the Quiet Room.
7. Attendees not being respectful of others will have their access to the room revoked.
8. No talking in the Quiet Room – please take all conversations outside.
9. No loud music or speakers – instead, kindly use headphones and keep volume to a minimum.
10. Please have phone ringers off. If you have to make a phone call, take it outside of the Quiet Room.

11. You may rest your eyes, however this room is not intended for napping or sleeping.
12. There is no eating, drinking, or smoking permitted in the Quiet Room.
13. The following materials are not to be brought in the Quiet Room: no perishable foods, flammable, chemical, caustic, poisonous or other hazard materials; no unsealed containers of liquids, no illegal objects or substances.
14. Tagging, scratching, denting, painting, or otherwise marking in the Quiet Room is regarded as defacement of BentallGreenOak property and is not permitted.
15. Anyone found tampering or vandalizing the Quiet Room will be reported to the relevant authority and have their access to the room revoked. Your cooperation is sought to report any such activities.
16. Inquiries and difficulties are to be directed to the BentallGreenOak contact below.

I have read, understand, and accept all the terms and conditions above.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Quiet Room applications can be dropped off at the:

BentallGreenOak management office, 150 King Street West, Suite 101  
Or emailed to: [150kingwest@bentallgreenoak.com](mailto:150kingwest@bentallgreenoak.com)

Applications will not be taken over the phone.