



**8260 Greensboro Drive**

**USE AND GUIDELINES**

## Overview

BEX, short for Brandywine Experience, offers first-class touchdown spaces where our tenants are able to work, recharge, and connect like never before. Located conveniently in Tysons Corner at 8260 Greensboro Drive, Suite 100, BEX provides over 5,000 square feet of space that includes several large open lounge areas with seating, individual work stations with adjusting standing desks, small and large conference rooms, full-size kitchen with refrigerator, sink, and dishwasher, a private recharge room, lockers, free wi-fi and five flat screen monitors with cable television.

**Hours** – Monday – Friday from 8:00 a.m. to 6:00 p.m.

The facility may be reserved for after-hours events; see details under *Exclusive-Use Areas for Reservations*.

**Location** – 8260 Greensboro Drive, Suite 100, off of the first floor main lobby entrance. May be accessed via the Silver Line Metro (Greensboro or Tysons Corner Metro Stop).

**Parking** – Limited paid surface parking is available, accessed off of Greensboro Drive.

**Access** – We are in the process of implementing a blue-tooth application for smart phones that will allow easy access. Until this is implemented, please follow these temporary guidelines: Tenants who are located at 8260 Greensboro may access the space with their building access cards. For all tenants who are located at other Brandywine locations, please coordinate access to the space through your property management contact, listed below for easy reference.

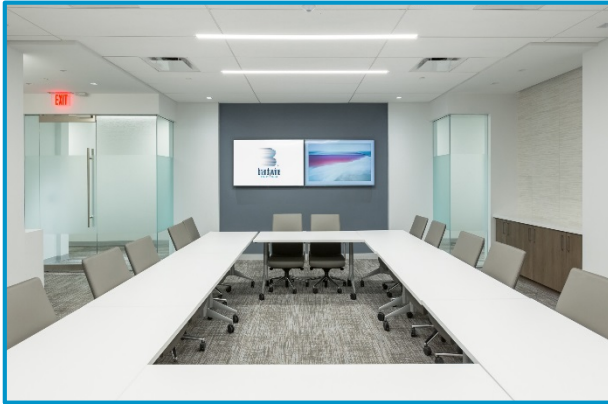
- Dulles/Herndon locations – 703.713.0878
- Tysons Corner/Fairview Park locations – 703.714.0060
- Rockville/Bethesda/Silver Spring – 240.404.0600 or 240.821.1484

**Internet** – Complimentary wireless is available: Brandywine Public or bdn\_guest; password: brandywine



*Future Services to be provided include a printer, coffee/tea/water and lockers.*

# Exclusive-Use Areas for Reservation



## How to Reserve Spaces

For Conference Rooms B, C, Offices A, B, Huddle Room and Individual Work Stations:

- Go to [www.bdnbex.com](http://www.bdnbex.com) and set up an account. Click the link for the online booking system and set up your user name and password. Please note that you must have a valid email address linked to a tenant at a Brandywine location.
- Once you set up your account and get to the online booking system, select the date and +CREATE MEETING. The next screen allows you to select which room you want to reserve and the time of day that you would like to reserve it.
- Review the Terms/Conditions for using the Facility and approve.
- Click Check out in the upper right hand corner, confirm the booking, and click Complete booking.
- You should receive a confirmation email from [bexbooking@bdnreit.com](mailto:bexbooking@bdnreit.com) shortly thereafter.
- For Conference Room A – Email [BEXVA@bdnreit.com](mailto:BEXVA@bdnreit.com)

## For after-hour events

- Reservations must be made ten days in advance, on a first come, first serve basis.
- A Facility Use Agreement must be executed prior to the scheduled event (see BEX contact)

- **Conference Room A** is the largest of the available conference rooms at 25' x 22', which seats up to 24 people, configured in u-shape, training rows, or center table. This conference room has an 83" monitor, conference phone, ClickShare, and a small private/attached kitchenette.
- **Conference Room B** is 12' x 12'3" and seats up to 6 people. Conference Room C is 12'3" by 12'3" and seats up to 6 people. Both have 65" flat screen monitors with Air Media, which is a screen sharing application for wireless presentations.
- **Office A and Office B** are 6' x 5'6" and have sliding doors for privacy.
- **Huddle Room** is 11'8" x 8' and seats up to 3-4 people.
- Eight individual work stations with adjusting standing desk top.
- The entire BEX suite may be reserved exclusively for after-hour functions; see details below.

Overtime HVAC: \$55/hour

Security Guard (minimum 4 hours): \$35/hour

Cleaning Fee: \$250 for standard trash removal, vacuuming/sweeping/mopping floors; wipe down of counters. If furniture or carpet cleaning is required, additional costs will be billed to the tenant.



# General Terms & Conditions



- Shall be a minimum of 18 years of age to access or use the space.
- Shall sign off on the BEX Use, Waiver & Release Agreement prior to access and use (see attached link).
- Shall comply with all 8260 Greensboro Drive Building Rules & Regulations (see attached link).
- All personal belongings must be removed when leaving the space, including items in the refrigerator and lockers.
- Alcoholic beverages are not permitted at any time for any purpose unless it is pre-arranged upon the execution of a Facility Use Agreement, which includes a host liquor liability endorsement through the tenant's insurance carrier in advance of the event.
- No bicycles, mopeds, skateboards or other vehicles may be brought into the BEX space.
- No animals or pets of any kind may be brought into the space.
- No smoking of any kind, including but not limited to cigarettes, cigars, and e-cigarettes.
- No multi-level, pyramid, network marketing, and referral marketing permitted; examples of this would be cosmetic, jewelery, clothing, Tupperware, etc.
- Furniture shall be left in its original condition and position.



# brandywine

REALTY / TRUST