

Duke Energy Center -Green Roof Access Policy

as of 4/4/2015

BUSINESS HOURS (7:00am – 7:00pm, Monday-Friday)

- 1 During business hours, the Green Roof will be accessible to Wells Fargo employees with valid badge access to Duke Energy Center. No other Duke Energy Center tenants or third parties will be allowed to use the Green Roof during business hours. After business hours, SAMUptown (at email address SAMUptown@wellsfargo.com) will disable the Wells Fargo card readers and Wells Fargo employees will not be allowed access to the Green Roof. If a Wells Fargo employee remains on the Green Roof after 7:00pm, CKP Security will ask such employee to leave.
- 2 Housekeeping services (e.g., trash/recycling collection and wiping down tables/chairs, etc.) will be provided during business hours.
- 3 Regularly scheduled security patrols will be made on the Green Roof during business hours.
- 4 The Green Roof is subject to closure during business hours during inclement weather, maintenance, event setup, and other times at the discretion of Wells Fargo. Signs will be posted if the Green Roof is closed during business hours.

AFTER BUSINESS HOURS (7:00pm – 7:00am, Monday-Friday, all day Sat/Sun)

1. Wells Fargo employees, Duke Energy Center tenants, and non-profit organizations will be allowed to request after-hours “special event” usage of the Green Roof by emailing charlottespecialevents@wellsfargo.com. Requests are not guaranteed approval; each request will be individually evaluated and prioritized.
2. The Childress Klein Card Access Coordinator will be responsible for programming the Green Roof doors to remain in the unlocked position while the event is in progress and during setup/tear down.
3. Special events may require the use of the pantry and the southwest corner break area. If needed for set up during business hours, the Wells Fargo Special Events Team will post signs and will coordinate access to these areas for event staff.
4. A representative from the Special Events team will be in attendance at all special events for the duration of the event.

5. A security officer will be required to be on duty on the Green Roof during all special events. The cost will be borne by the organization or individual who has reserved the Green Roof for their event.
6. If exterior furniture must be moved for an event, the furniture shall be staged either around the service walkways outside the gated area on the perimeter of the Green Roof or in the two large meeting rooms on the south side of the 10th floor.
7. In the event of inclement weather, the Special Events team may choose relocate the event to the two large meeting rooms on the south side of the 10th floor. This requires coordination with the Wholesale University team.
8. The restrooms serving the Green Roof are not policed after hours. To provide adequate services to the restrooms, events with more than 50 guests will be required to bear the cost of an additional restroom porter to clean and stock restrooms during the event.
9. Comfortable occupancy on the Green Roof is 150 guests.
10. Parking arrangements for events can be made by contacting Rod Wallace by email rod.wallace@childressklein.com or by calling 704-944-1829.
11. Childress Klein Property Management and/or Wells Fargo Special Events staff will conduct a post-event walkthrough of the Green Roof. Any costs associated with excessive trash/debris or any above-standard cleaning services that are required (e.g. removing wine stains on the pavers) will be borne by the organization or individual reserving the Green Roof for the event.

RULES AND REGULATIONS – Building Occupants as Green Roof Visitors

1. The gates located on the north and south sides of the Green Roof are to remain locked at all times and all Green Roof visitors are prohibited from going around the gates. Building occupants caught outside of the gates are subject to having their access to the Green Roof removed from their access badge.
2. Green Roof visitors must stay on the paved walkways at all times and not be in any planted area. Please respect the landscaping and do not remove plants or cut off flower blooms.
3. Trash must be disposed of in the trash/recycle cans provided.
4. High winds are possible on the Green Roof. Please be mindful and take appropriate measures to prevent personal items, including trash/paper, from blowing away. If items blow to a restricted area, please contact security via the intercom located at the double doors and security will retrieve the items.

5. Green Roof visitors are expected to be mindful of their environment and must refrain from throwing anything off the roof. Disorderly conduct, drunkenness, etc., will be grounds for immediate removal from the Green Roof.
6. The Green Roof doors are not to be propped open for any reason, except by authorized event personnel.
7. The pantry is shared with the Wells Fargo employees that work on the 10th floor. Food stored in cabinets and refrigerators, as well as pantry supplies, are not to be removed for any reason.

RULES AND REGULATIONS – Event Guests as Green Roof Visitors

1. The gates located on the north and south sides of the Green Roof are to remain locked at all times and guests are prohibited from going around the gates. Guests caught outside of the gates will be asked to relocate, and if caught again will be asked to leave the premises.
2. Guests must stay on the paved walkways at all times and not be in any planted area. Please respect the landscaping and do not remove plants or cut off flower blooms.
3. Trash must be disposed of properly in the trash/recycle cans provided.
4. High winds are possible on the Green Roof. Please be mindful and take appropriate measures to prevent personal items, including trash/paper, from blowing away. If items blow to a restricted area, please contact security via the intercom located at the double doors and security will retrieve the items.
5. Guests are expected to be mindful of their environment and must refrain from throwing anything off the roof. Disorderly conduct, drunkenness, etc., will be grounds for immediate removal from the Green Roof.
6. The Green Roof doors are not to be propped open for any reason, except by authorized event personnel.
7. The pantry is shared with the tenants that work on the 10th floor. Food stored in cabinets and refrigerators, as well as pantry supplies, are not to be removed for any reason.
8. Guests are allowed access to the 10th floor only for their event. Guests found wandering other floors or in other restricted areas of the Building will be asked to leave the Building immediately.

ACCESS REQUIREMENTS FOR EVENTS

- 1 For events requiring contractors, event organizer must submit Contractor Access Forms to dec.tsc@childressklein.com 24 hours prior to the start of the event. All event staff and contractors must enter the Building through the loading dock, must have pre-approved access and a valid US-issued government ID before they can access the Green Roof.
- 2 Event Guests must be preregistered with Building security before proceeding through the lobby turnstiles to access the Green Roof (located on the 10th floor, accessible via the Low-Rise elevators). Lists of attendees must be provided to dec.visitor@childressklein.com at least 24 hours prior to the start of the event.