



**Kinder Morgan Building  
Conference Room Guidelines for Tenants  
Levels 1, 2, 31  
Effective Jan. 1, 2023**

**As the meeting requestor for the conference rooms on levels 1, 2 or 31, you are responsible for the following and performing the duties or assigning the duties of Floor Warden for the meeting.**

Each meeting should start with the following announcement:

- Safety Moment
    - Designate a Floor Warden for the meeting.
    - If you should experience a medical or fire emergency during your meeting, call 911 then call 713-420-2300.
    - In the event of an Emergency Alarm or Announcement, please remain quiet and listen for further instructions. If we are instructed to line up at the stairwell, follow the designated Floor Warden.
  - Identify where the AED and First Aid Kits are located for your employees (either bring one to the meeting room or direct them to your nearest floor).
  - Identify restroom and stairwell locations (the 2 closest stairwells to the meeting room).
- Please contact [Contractorsafety@kindermorgan.com](mailto:Contractorsafety@kindermorgan.com) or call 713-369-8357, if you have questions regarding your responsibilities related to Safety for your meeting.

**Please follow the guidelines below when using a KMB conference room:**

- All conference rooms are reserved on a first come first serve basis. Tenants must request the room that they want to reserve through the form found on the KM Building website. Reservations are not accepted for more than 60 days out.
- Hours for room usage are between 7 am and 6 pm, M-F. Any requests outside of those hours must be approved by KM building management. Additional charges may occur for cleaning, set up, and security services.
- No hot plates or Sterno burners are allowed without prior approval from Kinder Morgan Management as a hot work permit and fire extinguisher will be issued.
- Only KMB tenants can reserve the conference rooms. No other individual or organization can use the room for a purpose not related to the tenants' business. If any attendees do not have building access badges, the tenant is responsible for escorting them to the rooms on levels 2 and 31 and the restrooms on level 1.
- All facilities must be left clean and in good order at the end of the day. All items brought into the conference rooms by the user i.e. food, documents, etc. must be removed at the conclusion of your meeting. The rooms will be cleaned nightly so do not leave materials in the room overnight.
- Kinder Morgan will not permit the use of its name in the solicitation of funds or business.

- No smoking is permitted within the building. No illegal substance is permitted on Kinder Morgan property. Alcoholic beverages are not allowed to be served or consumed in the Kinder Morgan Building Conference Rooms.
- Kinder Morgan assumes no liability for loss by any cause, including, but not limited to, theft or damage, to any equipment, furnishings, or other personal property belonging to the tenants that are left unattended in the conference rooms.
- Do not hang items on the walls that may cause damage. Any cost incurred due to damages to the conference room and building will be charged back to the tenant.
- Limit all furniture and easel placement to inside the conference room. Please submit requests to KM building management if you would like to place posters on easels or furniture outside of the conference room.
- If the meeting will include a large number of people who do not office in the KMB, please notify building management as additional security may be needed.
- Items that can be provided upon request include:
  - Chairs and tables
  - Trash cans
  - Phone
  - Network (guest wireless)
  - Audio/Visual, security, easels and flip charts (extra charges apply)
- Items that tenants must provide if needed:
  - Pointer
  - Computer (laptop)

Room set up & security outside of normal business hours will be quoted per request.