

Loading Dock Rules & Regulations For Market Square North

1. The Loading Dock Officer is responsible and has authority for enforcing all rules and regulations as noted.
2. The loading dock is reserved for deliveries to and from Market Square North and Lexington I (the Buildings). The use of the loading dock for parking (including service vehicles), staging, storage, or any other use other than deliveries to and from the Buildings is strictly prohibited. **ABSOLUTELY NO PARKING IS ALLOWED IN THE LOADING DOCK AT ANY TIME.**
3. Loading dock hours are from 7 AM – 6 PM, Monday through Friday. After-hours and weekend access should be scheduled with the Market Square North Management Office at least 72 hours in advance. You may reach the Management Office at (202) 420-5970.
4. Deliveries lasting longer than one-half hour (30 minutes) must be scheduled a minimum of four (4) hours in advance. Deliveries lasting longer than two (2) hours must be scheduled after-hours or on weekends. After-hour deliveries should be scheduled at least 24 hours in advance. Scheduling must be made through the Market Square North Management Office.
5. All deliveries requiring exclusive use of the service elevator or for longer than thirty (30) minutes should be scheduled for non-business hours Monday - Friday from 6 PM – 10 PM or Sat. 9 AM to 5 PM. Oversized furniture and equipment may require an elevator mechanic's involvement that will require coordination with our vendor, Otis Elevator which must be arranged through the Property Management office at least seventy-two (72) hours in advance and there will be an hourly fee charged to the tenant for the special services. The loading dock after hours rates for guard coverage (we must always have a guard in place at all times in the loading dock for any reservations) are: \$42.31/Hr. +6 % tax = Dock Fee and there is a minimum of 4 hours charged per request.
6. All deliveries to Market Square North must be made through the service entrances at D Street loading dock. No Exceptions! No deliveries are allowed through the Market Square North lobby or atrium.
7. Truck berths (bays) and dock levelers (lifts) will be dispensed on a first come, first serve basis. Deliveries scheduled in advance will have priority access to the loading dock.
8. The Loading Dock Officer has the authority and control over the loading dock. All delivery persons must sign in with the Loading Dock Officer and advise him of their destination and duration in the Buildings.

9. No deliveries or vehicles are to be left unattended unless displaying a valid registration tag as assigned by the Loading Dock Officer. UNAUTHOURIZED VEHICLES OR VEHICLES LEFT UNATTENDED FOR LONGER THAN 30 MINUTES ARE SUBJECT TO BEING TICKETED AND TOWED.
10. If the Loading Dock Officer is unavailable, delivery persons must leave name, company, current time, estimated delivery time and destination on the delivery vehicle windshield.
11. Any persons damaging the loading dock in anyway will be responsible for damage and cost of repairs.
12. Any persons making deliveries shall promptly leave the area once completed; there shall be no loitering.
13. Vehicles are not to block the loading dock entrance at any time. Towing of unauthorized vehicles or vehicles violating these rules will be enforced.
14. Reserved use of the Market Square North freight elevators is limited during normal business hours and must be authorized in advance by the Market Square North Management Office.
15. The delivery of construction and building materials shall be limited in accordance with the Rules for Regulations for contractors working in the Buildings. All such deliveries must be scheduled in advance with the Market Square North Management Office.
16. The delivery and/or placement of roll-off containers is prohibited in the loading dock without prior approval from the Market Square North Management Office.
17. Market Square North does not accept responsibility for loss or damage to vehicles or their contents and/or deliveries.

ANY PERSON OR DELIVERY COMPANY FAILING TO COMPLY WITH THESE RULES AND REGULATIONS MAY BE PROHIBITED FROM USE OF THE LOADING DOCK!