
Guidelines for Use of PNG Design Centers

Applicability:	Piedmont Natural Gas Technology and Design Center – Charlotte, NC Piedmont Natural Gas Kitchen – Nashville, TN Piedmont Natural Gas Kitchen – Spartanburg, SC
Originator:	Sales & Delivery Services
Approval:	Carl Peterson
Effective date:	October 1, 2022

Purpose and Philosophy:

Piedmont Natural Gas, including its parent, subsidiaries, and affiliate companies, (the “**Company**” or “**PNG**”) operates three facilities utilized only for industry and related events to support the Company’s business objectives: the Technology & Design Center (Charlotte) and two PNG Kitchens in Nashville, TN and Spartanburg, SC, respectively (each a “**Facility**” or collectively the “**Facilities**”).

Each Facility features state-of-the-art commercial kitchens for external customer use as well as professional meeting spaces. The Charlotte Facility is the only one of its kind on the East Coast and includes commercial kitchens and an outdoor living facility that is an exclusive collaboration of resource-efficient design, materials, equipment, learning and technologies, modeling the latest in natural gas efficiency, energy consumption and usage. Customers can observe natural gas lighting, backup generators, heating and cooling systems, outdoor heaters, ambient fire displays, cooking and hood systems, refrigeration, and warm holding for food, as well as standard and tankless water heaters.

These Guidelines for Use of PNG Design Centers (these “**Guidelines**”) apply to all of the Facilities. The Facilities will be utilized primarily for customer and business partner events with usage by internal Company associates on a secondary basis. The Company’s Sales and Delivery team’s goal for the Charlotte Facility is to reserve 90% of its availability for external customer and business partner use with the remaining 10% reserved for internal Company use.

The Facilities each have their own networks for internet connectivity to protect the Company and its affiliates from any cybersecurity risks created by external use. The Facilities are not available for everyday use by internal Company personnel or through the Company’s Outlook meeting scheduling tool; however, Company employees may request to host qualifying events at the Facilities, such as larger Natural Gas Business Unit (“**NGBU**”) leadership meetings.

1. Eligibility Criteria for Facility Usage

- External groups or organizations that enhance a positive community image for the Company or support the Company’s business objectives are eligible to use the Facilities subject to these Guidelines.
- Internal Company teams may utilize the Facilities, if available, provided that such use is not in conflict with a customer-related event. Scheduling priority will extend to external customer use.

1.1. Our Partnerships

- 1.1.1. The Facilities may be utilized by developers and builders (residential, commercial, industrial), the learning community (schools, classes), hotel and restaurant professionals, food service professionals, industry associations, appliance dealers and distributors with whom the Company has established relationships (“**Industry Partners**”) for experimental, interactive, and learning purposes consistent with these Guidelines.

1.2. *Facility Usage*

- 1.2.1. Industry-related organizations and business partners that align with the Company's growth and strategic objectives, including both nonprofit and for-profit entities ("**Hosting Organization**") may utilize the Facilities at no cost to the Hosting Organization. Hosting Organizations that schedule events where an admission fee or other form of payment is required of attendees will be charged a facility usage fee by the Company.
- 1.2.2. The Company reserves the right to require an authorized representative of the Hosting Organization to complete any required forms, contracts, or other agreements ("**Facility Usage Agreement**") to utilize the Facility.
- 1.2.3. The Hosting Organization is responsible for complying with these Guidelines and any required Facility Usage Agreement in its entirety. All provisions of these Guidelines and any required Facility Usage Agreement will be enforced without regard to whether the Hosting Organization is charged for use of the Facility.
- 1.2.4. A Company staff person ("**PNG Sponsor**") must be designated and must present at the Facility all times during the Hosting Organization's use of the Facility.
- 1.2.5. To utilize commercial kitchen and other equipment within the Facility, Hosting Organization must designate only qualified users of such equipment (e.g., experienced users such as chefs, professional cooking staff, etc.).
- 1.2.6. A Facility reservation will not be completed until (a) an authorized representative of the Hosting Organization completes an online form acknowledging that the Hosting Organization agrees to comply with these Guidelines; (b) the reservation is confirmed by a designated representative of the Company; (c) a PNG Sponsor is assigned to the event; (d) any required facility usage fee is paid in full; and (e) any required Facility Usage Agreement is signed by an authorized representative of the Hosting Organization.

1.3. *Prohibited Use*

- 1.3.1. The use of any Facility is strictly prohibited for partisan or political events, church or religious functions, events open to the general public or events involving the media.
- 1.3.2. A meeting or event that presents a conflict of interest to the Company will be denied.

2. **Required Approvals and Alcohol Use**

- All required approvals, acknowledgment of these Guidelines, and any required Facility Usage Agreement or fees must be received by a representative of the Company prior the Hosting Organization's event.

2.1. *Approvals*

- 2.1.1. The approval of a Facility's program manager or other authorized Company personnel is required for all approved meetings or events.
- 2.1.2. All requests to serve alcohol must be approved by a NGBU Senior Vice President, and approval is not guaranteed.
- 2.1.3. Exceptions to these Guidelines must be approved in advance, in writing, by a NGBU Senior Vice President.

2.2. *Alcohol Use*

- 2.2.1. A signed and completed Alcohol Use Request Form and Facility Usage Agreement is required for any event during which the Hosting Organization seeks to serve alcoholic beverages.
- 2.2.2. The Alcohol Use Request Form must be submitted to the Company for review at least two (2) weeks prior to a scheduled event.
- 2.2.3. Any required Facility Usage Agreement will be provided to the Hosting Organization and must be signed and returned to the Company on a timely basis for review and approval.
- 2.2.4. The Company is not responsible for any injuries, accidents, or any lost items during or after an event due to alcohol use.
- 2.2.5. The Company reserves the right to cease alcohol service at any time.
- 2.2.6. Hosting Organizations are responsible for maintaining an orderly event during the service of alcoholic beverages.
- 2.2.7. Hosting Organization and its service providers must comply with all applicable local, state, and federal laws regarding the consumption and distribution of alcoholic beverages,

- including permitting requirements. Alcoholic beverages may not be consumed by any person under 21 years of age. The Company is not responsible for any unauthorized use of alcohol.
- 2.2.8. Any belligerent or drunken activity will not be tolerated, and offending parties may be removed from the premises.

3. Scheduling an Event

- External requests for use of the Facility and internal requests from within the Company will be submitted through the Technology & Design Center website.

3.1. *Event Scheduling Procedures*

- 3.1.1. The PNG Sponsor may designate a contact person to perform PNG Sponsor's administrative requirements under these Guidelines, but not approval authority ("**Company Contact**").
- 3.1.2. Once an event request is approved, a confirmation of the event will be sent via email to the requestor.
- 3.1.3. The person who completes the acknowledgment of these Guidelines within the online request form must be authorized to bind the Hosting Organization.
- 3.1.4. Facility business hours are 8:00 a.m. – 5:00 p.m., local time, Monday through Friday. Any event requested outside of normal business hours will be reviewed by Company personnel and may be denied.
- 3.1.5. If the requested event is approved and extends beyond the allotted time, the Company has the right to end any such event due to time constraints.

4. Standards and General Operating Policies

- The following general operating policies apply to all users of the Facility.

4.1. *General Operating Standards and Policies*

- 4.1.1. The Company is not responsible for any injuries, accidents, or lost items during or after Hosting Organization's event.
- 4.1.2. The Company reserves the right to withdraw permission to use its Facilities for any reason.
- 4.1.3. Hosting Organization cannot discriminate regarding use of the Facility by race, age, gender, disability, or religion, and must comply with all applicable local, state, and federal anti-discrimination laws.
- 4.1.4. Signs, advertisements, or decorations for the event may not be attached to the walls or hung within the Facility or on the outside of the building or associated property.

4.2. *Safety and Security*

- 4.2.1. Company Security is to be notified of any visiting groups prior to the event.
- 4.2.2. The Facilities are non-smoking facilities.
- 4.2.3. Hosting Organizations using the Facility are required to comply with all applicable local, state, and federal laws, including, but not limited to health laws and mandates.
- 4.2.4. No firearms or weapons are allowed on Company premises at any time.
- 4.2.5. Guest parking is available on Company premises. Any available overflow parking is labeled with signage.
- 4.2.6. In the event of a safety or security threat issued by the Homeland Advisory System, law enforcement or Company Security personnel, the Facilities will be locked down, and visitors will not be allowed into the Facility. In the event of safety or security threats, any pending event at that time will be cancelled.

5. Expectations, Roles & Responsibilities

- The Company and the Hosting Organization each have roles and responsibilities for use of the Facility.

5.1. *Hosting Organization Expectations, Roles, & Responsibilities.*

- 5.1.1. The Hosting Organization must designate one official contact for all communications and logistics with the Company related to use of the Facility ("**Organization Representative**").

- 5.1.2. Hosting Organization must understand and adhere to these Guidelines and may be required to enter a Facility Usage Agreement acknowledging acceptance of these Guidelines and other policies.
 - 5.1.3. The Hosting Organization must monitor the admission of its guests to the Facility. Every attendee must sign-in and sign-out before entering and leaving the Facility.
 - 5.1.4. If food service is being catered by a third-party, the Hosting Organization is responsible for service, clean up and waste removal.
 - 5.1.5. Hosting Organization is responsible for cleaning the Facility following an event and ensuring that it is returned to its pre-event state.
- 5.2. *Company Expectations, Roles, & Responsibilities.*
- 5.2.1. If the Facility is being used for internal Company purposes, a designated Company representative (the “**Internal Host**”) will be responsible for cleaning the Facility and ensuring that it is returned to its pre-event state. The Internal Host must follow the check-out procedure with Facility personnel. The Internal Host is expected to be onsite with their group during the entirety of their meeting or event.
 - 5.2.2. Company security personnel will participate in events as needed or required by Company policy.
- 5.3. *Liability and Indemnification*
- 5.3.1. The Hosting Organization is responsible and shall reimburse the Company for any damage to the Facility or equipment within the Facility by any of the Hosting Organization’s guests or its service providers before, during and after the event.
 - 5.3.2. The Hosting Organization agrees to defend, hold harmless, and indemnify the Company and its affiliates of any third-party claims arising out of the Hosting Organization’s use of the Facility, except for those solely due to the willful misconduct or gross negligence of the Company.