

Currently, areas in WSU-Mount Vernon NWREC's *Agricultural Research & Technology Building (ARTB)* and *Olson Heritage Farmhouse (OHF)* are available for rent. Washington State University Business Policies & Procedures provide the basis for offering services and/or renting space at our Center. Fees charged to cover expenses for building operations and maintenance are applied to administration, audio-visual, care of grounds, custodial & utility, environmental safety, repairs, security. All users are expected to clean-up, leave furniture in the requested configuration, and follow the rules governing the building's use. The Center monitors the actual costs of operating these facilities and adjusts the current assigned rates accordingly.

Available upon request: WSU Business Policies & Procedures 70.29; Executive Policy #20; WSU EH&S Guidelines on *Hosting a Safe & Healthy Food Event*.

All users are required to:

- Read the Facility Use Policy (attached).
- Sign a Facility Use Agreement. (Agreements can accommodate recurring events.)
- If alcohol is being served, obtain a banquet permit and provide it to the Center before the event.
- If food is being served, a copy of the caterer's food handler's permit is required. All food must be served in the kitchen.
- If your event occurs outside business hours (8 to 5, M-F), security services and fees are required.
- Each group is required to do their own clean-up and take-out garbage.** Cleaning equipment is in closet 101C in the auditorium; garbage cans are just outside the west doors of the auditorium.
- Tables and chairs must remain in the requested configuration.
- Parking space is limited. Meeting attendees are not to park along State Route 536.
- Plan ahead: bring office supplies and copies of documents. WSU NWREC will charge a \$10 fee for supplies required for your event.

The following policies govern the use of the Center's *Agricultural Research & Technology Building (ARTB)* and *Olson Heritage Farmhouse (OHF)*. Specified areas are available to WSU-sponsored programs and personnel, and to the public, but not for private parties or events. Each application will be individually evaluated.

By reviewing this policy statement and signing the Facility Use Agreement as either a current WSU employee or community member, you agree to comply with the following policies, and accept financial responsibility for property damage and other claims resulting from the noncompliance with these policies by you, members of your organization, or invitees of your organization.

Noncompliance with these policies or damage to the *ARTB* or *OHF* may result in the loss of the privilege of using these spaces.

A1. Spaces in the ARTB Available for Reservation

Auditorium Full (East + West) –

Maximum capacity is 226; recommended is no more than 135 (number of available chairs) to allow for seating; classroom style seating with tables allows for 65

Auditorium West –

Maximum capacity is 75; recommended is no more than 35 to allow for seating; standard configuration, conference table style allows for 24

Auditorium East –

Maximum capacity is 135; recommended is no more than 90 to allow for seating; classroom style with tables allows for no more than 45

Food Demonstration & Kitchen—

Recommended capacity is 4 people in kitchen and 16 people for seating in lobby (available by special request only); classroom style seating is not available

Processing Laboratory—

For WSU programs only; during business hours; recommended capacity is no more than 20 people

Conference Room—

For WSU programs only; during business hours; recommended capacity is 8 to 12 people

A2. Spaces in the OHF Available for Reservation

Conference Room—

Available only during business hours; recommended capacity in no more than 25 people

B. General Rules and Eligibility

1. Business hours of WSU-NWREC are 8 am to 5 pm, Monday through Friday, closed WSU holidays.
2. Rooms must be reserved online, and all reservations are subject to approval by both the approving official of WSU-NWREC and the WSU Business Affairs Office in Pullman.
3. All users are responsible for taking reasonable care in using the *ARTB* or *OHF*, cleaning and leaving them in good condition; costs incurred by WSU-NWREC for cleaning or repair due to misuse will be billed to the user.

Service center rates for maintenance: \$37/hour straight rate, \$56/hour overtime rate (one-hour minimum); service center rates for custodial: \$21/hour straight rate, \$32/hour overtime rate (one-hour minimum).

4. All users will be charged for room rental; AV (sound system, wireless, projector, conference call equipment etc.) and changes from the standard furniture configuration will be charged if used; see Section F.

5. Use of the Conference Room, Processing Lab, or Treehouse is by special permission; see Section H.

6. Sakuma Auditorium and *OHF* Conference Room rental and security charges, specifically outlined in Section F, will be based on the following:

6a. Facilities are available for reserving with minimal cost providing all of the following apply:

- i) the meeting times occur during regular business hours,
- ii) meeting attendees are not charged a registration fee (otherwise, \$100 fees apply),
- iii) the meeting hosts less than 75 people (otherwise, a \$50 daily custodial fee is applied),
- iv) standard furniture configuration is used (otherwise, \$74 service fees apply).

6b. Current Skagit County WSU volunteer programs are charged if the event occurs during non-business hours; advance arrangements must be made for building security.

7. For large events involving more than 100 people, a \$250 refundable damage deposit may be required especially if users will also be involved in field/garden activities as dirt and mud are likely to be tracked in.

8. Groups comprised of over 75% senior citizens are exempt from room rental fees, providing the meeting is related to the Center's mission, hosts less than 25 people, and involves at least one WSU-NWREC participant/responsible party.

9. WSU-NWREC facilities are not available for business club meetings, private parties, wedding receptions, or other private events. Facilities are not available for activities involving gambling such as bingo or raffles, the sale of food or merchandise, or the promotion of an individual's or company's products.

10. WSU-NWREC is partially supported by public funds, and adheres to civil rights laws and regulations. Organizations which use WSU-NWREC facilities must have a policy of nondiscrimination and provide membership and services to all without regard to race, sex, religion, age, color, creed, national or ethnic origin; physical, mental or sensory disability; marital status, sexual orientation; and status as a Vietnam-era or disabled veteran.

C. To Make a Reservation

11. Visit the website at <http://www.mountvernon.wsu.edu> to access the reservation form. Requests are made only through the online reservation form.

12. If there are multiple requests for the same reservation time, first priority is given to WSU-sponsored programs; those closely related to agricultural research and extension, receiving next priority.

D. While You are Here

13. Room set-up can begin at 8:00 am and room clean-up, with all attendees departed, must be completed no later than 5:00 pm; please plan accordingly. If you desire an earlier start time or later ending time, security fees will apply. The *OHF* Conference Room is generally not available during non-business hours.

14. All WSU-NWREC buildings are NON-SMOKING facilities. Smokers must remain 25 feet away from all doorways and windows. Receptacles for cigarette butts are provided outside the *ARTB* and *OHF*; the user is responsible for picking-up any cigarette butts left on the grounds.

15. Meeting attendees are NOT ALLOWED to access other locations on WSU property except the Display Gardens which are open to the public from dawn to dusk, nor are attendees allowed to engage in any conduct which disturbs neighbors or occupants at WSU Mount Vernon NWREC. Offices and other work spaces immediately adjoin the lobby, parking lot, and gardens.

- Please be aware that events in the Kitchen and Lobby during business hours can be especially noisy for the front office staff; there are numerous WSU-NWREC employees working during non business hours.
- Please keep food and beverages in the Kitchen and meeting room assigned. During business hours, the lobby will still be in use for WSU-NWREC business.
- No cell phone use near the reception area.

16. Children are to be supervised at all times, and are not allowed to climb on furniture, benches, rock walls or other structures in or around the building.

17. Political signs or other advertising are not allowed on WSU properties per WSU policies. Users of the *ARTB* and *OHF* may put advertisements inside the room rented during an event (see Section F28 below on posting temporary signage), but signs must be removed immediately following each use.

18. NO ACCESS of mechanical, electrical, or telecom rooms is allowed, other than by WSU-NWREC administrative/maintenance staff. In case of unexpected building problems, contact NWREC front office during business hours or the person doing security duty for an event during non-business hours.

19. A telephone is available in the lobby of the *ARTB* which accepts only local calls. Users must first enter 7 to place a local call; credit card calls may be placed by entering 7-0 first. Dial 911 for emergencies.

20. Standard safety and fire precautions must be observed; safety exit information is posted.

21. The speed limit at WSU-NWREC is 5 mph. For the *ARTB*, parking is limited to the paved parking lot east of the building, or the west gravel parking lot near the Display Gardens. For the *OHF*, parking is available in the lot on the west side of the farmhouse. Additional parking areas can be secured for special events during certain times of the year by permission. Parking areas can only be used for the events at WSU-NWREC.

E. Required Clean-Up

22. Users are responsible for cleaning any rooms used. Cleaning supplies are kept in the storage closet (101C) in the auditorium of the *ARTB*, or the restroom of the *OHF*. Cleaning responsibilities include:

- Sweeping up all dirt and debris, and mopping any spills should they occur.
- Putting garbage/recycling in appropriate receptacles on the patio outside the west auditorium doors of the *ARTB* or the west doors of the *OHF*.
- Checking bathrooms so the floors are clear of paper or other debris, and the toilets flushed.
- Checking rooms to make sure that no belongings are left by meeting participants.

23. WSU-NWREC is served by an on-site domestic waste water treatment and disposal system (sanitary septic system). The longevity of the system is greatly affected by how it is used. Please keep these points in mind:

- Do not put coffee grounds or food scraps into the sink or toilets; scrape plates before washing.

- Do not flush hair combings, dental floss, sanitary napkins, tampons, wipes, cigarettes, gauze bandages, paper towels, oils, grease, bleach, or any items other than toilet paper down the toilets.
- Use phosphate-free soaps.

F. Auditorium / AV Equipment and Furniture

24. AV equipment is available with at least 24 hr advance notice. WSU personnel are available to assist with this equipment if reserved in advance. Rental of the AV equipment is \$25 per day. Information about AV equipment and operation is posted by the touch screen in the northeast corner of the auditorium.
25. The dividing wall in the Sakuma Auditorium may not be moved UNDER ANY CIRCUMSTANCE.
26. Storage closets in the Sakuma Auditorium are for WSU-NWREC use only. Furniture configuration service is available upon request to change from the standard configuration at the service center rate of \$74.
27. NO FURNITURE is to be removed or moved between rooms. Tables and chairs from the ARTB ARE NOT ALLOWED outdoors. Outdoor furniture is available upon request, but requires a set-up and take-down fee at the service center rate of \$37 per hour, one hour minimum.
28. Do NOT use tape or other sticky substances to post or hang signs, decorations, paper or other materials on the inner walls or doors of the ARTB or OHF; do not drive nails or tacks into beams, walls, or woodwork; repair fees will be charged if there is any damage. The north wall of the Sakuma Auditorium is covered with a special fabric for which thumbtacks only can be used. All posted materials must be removed when each event ends.
29. The seed pinning maps used by the Puget Sound Seed Growers' Association located on the east wall of the auditorium in the ARTB, are NOT to be handled in any manner except by approval of the PSSG Association, the Western Washington Seed Advisory Committee, or the WSU-NWREC Director.
30. Room rental and security fees will be charged as outlined in Section 6 as follows:

Per each day during business and/or non-business hours:

- \$50 – Facility Rental
- \$20 – Kitchen Rental
- \$25 – AV Rental
- \$56 – Per hour Security Fee for any non-business hours requested
- \$100 – per event if registration is charged
- \$74 – furniture re-configuration fees to vary from standard configuration
- All incidentals incurred according to the Cost Estimate Worksheet
- \$1 per person – Compostable tableware

WSU authorized security staff availability will govern facility use during non-business hours.

G. Kitchen/Food and Beverages in the ARTB

Thank you for reserving the Sakuma Auditorium for your upcoming event. WSU Mount Vernon is a green facility, please use compostable tableware if you are serving food, compostable tableware is available at an additional charge. We also provide at no charge a water dispenser or pitchers, please do not bring bottled water.

The kitchen is a family-sized kitchen, and was designed to support catered meals, food preparation demonstrations, and pot luck meals. Food preparation or service is not allowed in the lobby by any group without the prior written consent of the approving official from WSU-NWREC.

31. Users must comply with WSU Environmental Health & Safety guidelines on “Hosting a Safe and Healthy Food Event at WSU” <http://www.ehs.wsu.edu/PH/hostingwsufoodevent.asp> (Appendix). Caterers must be able to document food handling certification from local health department.
32. Both *ARTB* and *OHF* are on a septic system—food scraps and other materials CANNOT be washed down the sink or toilets. See Section E23 above.
33. There is a coffee-maker and tea kettle in the kitchen which may be used, or users may provide their own. If the user chooses to use the center’s coffee maker, check with the administrative office in advance. The coffee pot, including the basket and the stem, needs to be emptied and left in clean condition and replaced in the cupboard. DO NOT WASH COFFEE GROUNDS DOWN THE SINK. The user(s) must supply their own coffee/tea and serving supplies including cups and stirrers and condiments and make their own coffee.
34. Linens, cooking utensils, dishes, silverware, cookware and dishwashing soap are NOT provided as part of the rental fee. The user(s) must supply their own.
35. Garbage must be bagged, tops secured, and placed in the receptacles on the patio on the west side of the Sakuma Auditorium and by the west door of the *OHF*.
36. Recycling containers should be used whenever possible.
37. Use of alcoholic beverages in the *ARTB* or *OHF* requires a banquet permit issued by the Washington State Liquor Control Board, and permission of the WSU-NWREC approving official and WSU Business Affairs. A copy of the banquet permit must be taken to the administration office prior to the event. The permit MUST be posted conspicuously during the event. User(s) must comply with WSU Business Policies & Procedures 70.29 and Executive Policy #20 (Appendix) regarding use of alcohol within the center. ALCOHOLIC BEVERAGES ARE NOT ALLOWED OUTSIDE.
38. All programs are charged a \$20 rental fee to use the kitchen; all food and/or beverage service requires kitchen rental; complete clean-up is required.
39. Any costs incurred by WSU-NWREC for cleaning or repair due to misuse will be billed to the user.

H. Conference Room, Headhouse, and Processing Laboratory in ARTB

40. Only current WSU programs may use these areas with permission of the approving official. Since these areas are used regularly by WSU-NWREC staff for research activities, reservations must be made at least 2 weeks in advance, and cannot be made for longer than 5 days at a time. For security reasons, these spaces are generally NOT available during non-business hours. WSU reserves the right of canceling reservations for these rooms on twenty-four (24) hour notice, but will make every effort to find substitute space.
41. Only WSU trained personnel are authorized to use conferencing, AV and other center equipment.
42. See Section E23 above regarding use and care of sinks, toilets and septic system.
43. Lab tables are extremely heavy and cannot be moved without assistance of WSU-NWREC maintenance personnel at the service center rate of \$37 per hour, one hour minimum.
44. Users are responsible for completely cleaning these areas. This includes:

- Sweeping-up all debris, and immediately mopping any spills should they occur.
- Putting garbage/recycling in appropriate receptacles.
- Checking adjoining restrooms to make sure floors are clear of debris, and toilets flushed.
- Checking rooms to make sure that no personal belongings are left by meeting participants.

45. Meeting attendees are asked to not disrupt normal working activities of staff in adjoining offices and laboratories, and should not enter these areas. Hazardous materials are used in some laboratories.

46. Use or tasting of alcoholic beverages requires a banquet permit issued by the Washington State Liquor Control Board, and by permission of the approving official. A copy of the banquet permit must be taken to the administration office prior to the event. The permit MUST be posted conspicuously during the event. Users must comply with WSU Business and Policies & Procedures 70.29 and Executive #20 regarding use of alcohol within the ARTB. **ALCOHOLIC BEVERAGES ARE NOT ALLOWED OUTSIDE THE LAB.**

47. Please make extra effort to protect floors, furniture, and lab benches from all types of stains.

I. Financial Responsibility

48. Rental fees are due at the time the reservation is confirmed. Checks should be made payable to WSU Mount Vernon NWREC.

49. Users agree to be financially responsible for the cost of repairing any damage done to any equipment, furnishings, or facility during the period of use, and/or for the cost of any cleaning if not left properly cleaned.

J. Signature Responsibility

50. By signing the facility use agreement, you agree to be present during the event.

51. You agree to monitor the event to minimize the likelihood of damage, and to:

- Follow the WSU-NWREC Facility Use Policies,
- Leave the facility as it is found,
- Remove all personal belongings after use of the facility,
- Insure that all windows are closed and locked before leaving,
- Insure that no water is left running in the kitchen, restrooms, or drinking fountain,
- Insure that all lights are turned off,
- Insure that all inside and outside doors are closed and locked,
- Return keys/proximity cards if checked out,
- Provide banquet permit and food handlers' licenses as required.

Washington State University does not discriminate on the basis race/ethnicity, color, creed, religion, national origin, gender, sexual orientation, age, marital status, the presence of any sensory, mental, or physical disability, use of a trained guide dog or service animal, disabled veteran or Vietnam-era veteran status in its administration of educational policies, programs, or activities, or other University administered programs or employment.