



## WSU Mount Vernon NWREC Facility Use Policy

16650 State Route 536, Mount Vernon, WA 98273-4768 email: mv.nwrec@wsu.edu Phone: 360-848-6153

---

Areas in WSU Mount Vernon NWREC's *Agricultural Research & Technology Building* (ARTB) are available for rental, following Washington State University Business Policies & Procedures.

### Spaces in the ARTB Available for Reservation

#### **Sakuma Auditorium**

Full Auditorium: Maximum capacity is 226 guests.

- Standard seating with tables and chairs tables for 65 guests.
- Specialty theater seating for 135 guests.

Auditorium East Side: Maximum capacity East side only of the auditorium is 110 guests.

- Standard seating with tables and chairs tables for 45 guests.
- Specialty theater seating for 90 guests.

Auditorium West Side: Maximum capacity is 35 guests.

- Standard seating with boardroom seating is 24 guests.

#### **Kitchen**

Food Demonstration Kitchen: Recommended capacity is 4 guests.

- If utilizing the kitchen for a demonstration, specialty seating capacity extending to the lobby is 16 guests.

**Other Facility Space** — Please note that these spaces are only available for WSU programs during business hours.

Treehouse Retreat: Maximum capacity is 13 guests (Not ADA accessible)

Processing Laboratory: Maximum capacity is 20 people

Conference Room: Maximum capacity is 12 people

### Facility Space Restrictions

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.

Use of the Conference Room, Processing Lab, or Treehouse Retreat is by special permission. Only current WSU programs may use these areas with permission of the approving official at WSU NWREC. As these areas are used regularly by WSU NWREC staff for research activities, reservations must be made at least two weeks in advance, and cannot be reserved for more than five days at a time. For security reasons, these spaces are generally NOT available during non-business hours. WSU reserves the right to cancel a reservation for these rooms on twenty-four (24) hour notice, but will make every effort to find substitute space.

## General Rules for Facility Use

- Normal business hours of WSU Mount Vernon NWREC are Monday – Friday, 8:00am – 5:00pm. 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. For an earlier start time or later end time, additional security fees will apply.
- All WSU NWREC buildings and grounds are NON-SMOKING facilities.
- All users are responsible for taking reasonable care in using the ARTB facilities, cleaning, and leaving facilities in good condition. You agree to monitor the event to minimize the likelihood of damage. All costs incurred by WSU NWREC for cleaning or repair due to misuse will be billed to the user.
- Meeting attendees are NOT ALLOWED to access other locations on WSU property except the rented facility and the Display Gardens, which are open to the public; nor are attendees allowed to engage in any conduct that disturbs neighbors or occupants at WSU Mount Vernon NWREC.
- The Lobby, Kitchen, parking lot, and gardens immediately adjoin offices and workspaces where employees are working. Please be aware of the noise level of your event and keep the level to a minimum. During business hours, the lobby will still be in use for WSU NWREC business.
- 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.
- Political signs or other advertising are not allowed on WSU properties per WSU policies. The ARTB renter may put temporary signage in the rented facility space during an event. 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. Do not drive nails or tacks into beams, walls, or woodwork; maintenance repair fees will be charged if there is any damage. The north wall of the Sakuma Auditorium is covered in a special fabric for which thumbtacks only can be used. Signs must be removed immediately upon conclusion of the rental period.
- Standard safety and fire precautions must be observed; safety exit information is posted.
- Parking space is limited. Meeting attendees are not to park along State Route 536. The speed limit at WSU NWREC is 5 mph.
- WSU NWREC is partially supported by public funds and adheres to civil rights laws and regulations. Organizations who utilize 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.

## Kitchen Use, Food and Beverages in the ARTB

WSU Mount Vernon NWREC strives to minimize our ecological impact, and will provide all tableware, as well as reusable utensils, cups and serving ware for use with rental of the Kitchen. **Outside tableware is not allowed in the facility.** Water cups, pitchers, and water bottle refilling station are readily available. Bottled water is not permitted in the facility.

The Kitchen was designed to support catered meals, food preparation demonstrations, and potluck meals. Food preparation is not allowed in the Lobby by any group without the prior written consent of the approving official from WSU NWREC. Caterers must be able to document food handling certification from the local health department.

WSU NWREC is served by an on-site domestic wastewater treatment and disposal system. To ensure the septic system remains fully operational:

- Food scraps and other materials CANNOT be washed down the sink or toilets. **DO NOT WASH COFFEE GROUNDS DOWN THE SINK.** Scrape food scraps from dishes into the compost bin before washing dishes.
- 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 only.

A coffee-maker and tea kettle are available for use with the rental of the Kitchen. All renters must supply their own coffee/tea, sugar, and creamer. Please thoroughly clean all kitchen equipment, and any tableware, cups, or utensils that were used. Utilize the dishwasher or dishwashing/cleaning supplies located directly under the sink.

Use of alcoholic beverages requires a banquet permit issued by the Washington State Liquor Control Board, and permission of the WSU NWREC approving official. A copy of the banquet permit MUST be posted conspicuously during the event. Users must comply with WSU Business and Policies & Procedures 70.29 and Executive Policy 20 regarding use of alcohol within the ARTB facility. **ALCOHOLIC BEVERAGES ARE NOT ALLOWED OUTSIDE.**

### **Cleaning Responsibilities**

At the conclusion of the facility rental period, the user is responsible for cleaning and returning the facility to its original condition at the start of the rental period. Cleaning supplies are kept in the storage closet (101C) in the Sakuma Auditorium. Cleaning responsibilities include:

1. Sweep all debris, and immediately mop any spills.
2. Dispose of all garbage, recycling, and compost in appropriate receptacles located in the Lobby.
3. Check adjoining restrooms to make sure floors are clear of debris, and toilets are flushed.
4. Remove all personal belongings after use of the facility, and check rooms to make sure that no personal belongings are left by guests or participants.
5. Shut and lock all windows and close outside doors securely.
6. Ensure that no water faucets are left running in the kitchen or restrooms.

If the facility requires additional cleaning by WSU NWREC staff after the departure of the renter, an hourly cleaning fee will be charged to the renter.

### **Auditorium and Audio/Visual Equipment.**

The dividing wall in the Sakuma Auditorium may not be moved UNDER ANY CIRCUMSTANCE.

Use of Audio/Visual(A/V) resources and equipment is available for an additional fee, including video conferencing, projector and screen, microphones, and speakers. If needed, please contact WSU NWREC staff

in advance to schedule an A/V tutorial in advance of your event. If the user requires additional and continued support throughout the run time of the event, there will be an additional A/V support fee.

In case of unexpected issues, contact NWREC front office staff during business hours or the security personnel for an event that occurs during non-business hours. Access to mechanical, electrical, or telecom equipment rooms by guests is prohibited.

No furniture is to be removed or moved between rooms. Tables and chairs from the ARTB are not permitted outdoors. Outdoor furniture is available upon request and requires a maintenance fee for set-up and take-down. All equipment and furniture must be returned to the original condition at the conclusion of the rental period.

### **Financial Responsibility**

All users will be charged for the facility rental fees and additional services that are utilized for the event as outlined in the Cost Layout Sheet. Rental fees will be invoiced directly following the event.

Checks should be made payable to WSU Mount Vernon NWREC.

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. Additional Fees will be assessed for the following services, as outlined in the Cost Layout Worksheet:

- Audio/Visual (A/V) resource and equipment use
- A/V support if WSU NWREC staff need to continuously assist renter during event runtime
- Kitchen use
- Specialty furniture configuration set up
- Security for any event occurring outside of normal business hours
- Maintenance charges for additional work required by WSU NWREC staff related to event
- Hourly cleaning charges if the facility space is not properly cleaned and returned to the original condition at the conclusion of the event

The Center monitors the actual costs of operating these facilities and adjusts the assigned rates accordingly. Fees charged to cover expenses for building operations and maintenance are applied to administration, audio/visual equipment, care of grounds, custodial & utility, environmental safety, repairs, and security.

**By signing the WSU Facilities Use Rental Agreement, renter acknowledges receiving and reviewing this Facility Use Policy and agrees to comply with all policies laid out herein.**