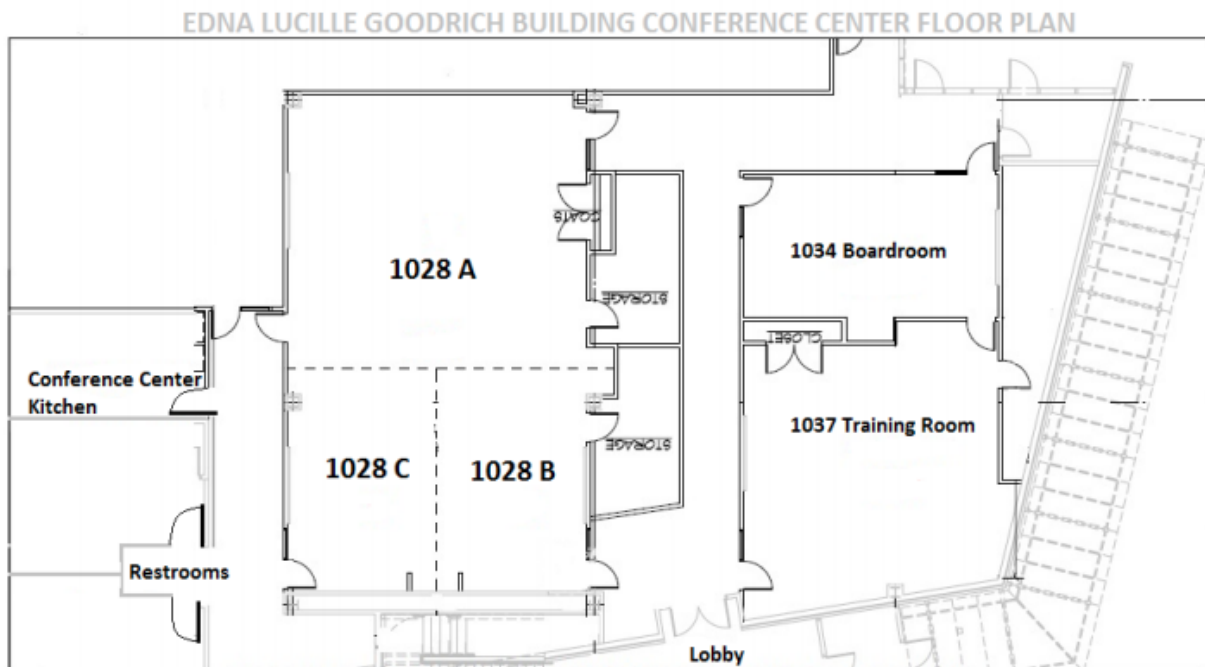


ELGB Conference Center Guidelines and Use Agreement

It is the Property Management's desire to be good hosts as well as good stewards of this property. This document provides general information and guidelines regarding the ELG Building Conference Center. **Reservations are limited to work related use for DOT or DOC employees located in the ELG Building.** For questions outside these guidelines please contact either Property Management at 360-528-4020 or the Reception desk at 360-528-4023 or via e-mail to elgbmgmt@wrightrunstad.com.

General Information

The Conference Center is located on the 1st floor just off the main lobby across from the Security desk. Included are conference rooms, a training room and a boardroom. The conference rooms have moveable partitions that can be sectioned off to create smaller separate conference rooms. ELG Building Conference Center operating hours are 8:00 a.m. to 5:00 p.m.



Room Reservations

To check room availability, select the "Conference Room Availability" tab in the left margin of the webpage or contact Property Management at 360-528-4020 or the Security desk at 360-528-4023. To request a room, submit a completed Reservation Form to elgbmgmt@wrightrunstad.com.

A Reservation Form must be submitted at least two (2) business days prior to the proposed meeting/event. Your reservation is not "confirmed" until a confirmation e-mail is received from Property Management. A room may be placed on "HOLD" for 24 hours only. Once expired, the room will revert to available for use again. Please schedule the smallest appropriate unit for your meeting. Larger meetings requiring a full room must specify A, B, and C rooms. You may be asked to switch rooms if it can help accommodate others.

Set-up Information

In the chart below attendee numbers reflect each room's maximum capacity for that style set-up.

ROOM #	Theater no tables	W-Shape chairs & tables	Classroom chairs & tables	U-Shape chairs & tables	Block chairs & tables	Groups chairs & tables	Boardroom chairs & tables
1028 (ABC)	120	80	76	66	40	42	34
1028 (BC)	60	30	24	28	20	18	20
1028 (A)	60	42	32	34	24	24	20
1028 (B)	25		12		8		16
1028 (C)	25		12		8		16
1034 - Boardroom							14
1037 – Training Room			22				

Style	Definition
Theater	1 head table, chairs only for specified number of people
W-Shape	Tables arranged in a "W" shape, chairs on inside and outside of shape
Classroom	1 head table, table and chairs in rows for specified number of people
U-Shape	Tables arranged in a "U" shape, chairs on inside and outside of shape
Block	Tables arranged in a block circle, chairs on outside only
Groups	Three tables each for groups of 6
Boardroom	2 continuous rows of tables facing each other

Policies and Procedures

Reservations:

A Conference Room Reservation Form must be submitted at least two (2) business days prior to the meeting. Reservations are on a “first come, first served” basis. Conference rooms may only be booked six (6) months in advance. Reservations for conference rooms are limited to DOT or DOC employees for work related use.

Parking:

On-site parking is very limited. Meeting hosts should recommend and encourage carpooling or bus service for off-site attendees if possible. Those traveling to ELG Building for a meeting must register their vehicle at the front Reception desk during check-in. Vehicles parked along red curbs will be towed. To review the bus schedule please visit intercitytransit.com as there are routes that connect from Park & Ride locations that stop at ELGB every 15 minutes.

Furniture:

Rooms will be arranged as directed per the Reservation Form. Tables and chairs may not be moved from room to room, they are specific for each room. Tables and/or chairs from the conference room may not be set-up or moved outside of the conference room. If you want to change the set up, you must check in and request assistance at the Reception desk.

Audio/Visual Equipment:

The large conference room (#1028) has a PA system available for use. Each agency should check with their IT resources for availability of audio/visual equipment, scheduling for use and/or setting up available systems.

Room Logistics:

Sliding Panels - Operation of the moveable partitions for dividing the room is to be performed by authorized building personnel only. No one else may attempt this operation.

Room Set-up - Property Management schedules reservations with one hour in between meetings to allow sufficient time for set-up and freshening of the room. Please begin and end per your scheduled meeting times.

Decorations:

Decorations are allowed in the Conference Center as standalone features or centerpieces on tables but may not be hung from the ceiling, light fixtures or placed on walls. Taping, pinning, nailing, or fastening any items in any manner to the walls, doors, and/or ceiling is not permitted. Confetti and glitter are not permitted and if used you will be charged for cleanup. The use of any tape on walls is also not permitted. All decorations must be removed immediately following the event. Do not use the recycling station bins to dispose of decorations. Notify Property Management prior to your event if you feel you will need additional trash receptacles.

Posters/Signs:

No signs or posters are allowed to be pinned or taped to the doors, glass relites, walls, light fixtures, or moveable partitions. No event signage is permitted in the elevator lobby area, or outside of the conference room without prior authorization. Please contact the Property Management office to request event notification on the electronic directory.

Damages:

Agencies are responsible for all damages incurred while using the conference rooms and will be charged accordingly (food stains on carpet, damage to chairs, tables, and walls, etc.). All damages will be reported to the Property Management office and a repair estimate will be submitted to the agency. If you believe your Conference Center activity and use may fall outside of normal professional and business use you should contact Property Management to get authorization for your activities prior to sending your request.

Catering/Food Service:

Outside catering is permitted. Food tables should be requested on the Reservation Form. No food set-up is allowed outside the conference rooms without prior approval. **Caterers or tenants are responsible for clean-up and removal of all food and supplies.** Coffee brewing is allowed in the Conference Center Kitchen only. A snack machine and a cold beverage machine are provided in this kitchen as well. It is located across the hall from Conference Room 1028.