

Training Room Rules

- “Authorized Requestors” can make training room reservations at www.wtcportland.com. Use and access is granted when Property Management receives and “approves” the electronic reservation request.
- Reservation must include the name and contact information of the person in charge of the meeting to be “approved” by Property Management.
- Entry into the training room is via access card only. Training room access card and packet may be checked out one hour prior to approved reservation. Access packet must be returned to the Management office immediately after each meeting. A fee of \$20 will be charged for any unreturned packets.
- Training Room can be scheduled up to ninety (90) days in advance for a maximum of sixteen (16) hours per month, per tenant. Consecutive and multiple day use can be requested in blocks of four (4) hours, not to exceed sixteen (16) hours per month in a ninety (90) day period.
- The Training Room is available on a first come, first serve basis between the hours of 7:00 am and 5:00 pm. No evening or weekend use is available.
- Cancellations must be entered online five (5) business days in advance of a single day reservation or ten (10) business days prior to a consecutive day approved reservation. In the event of a “no show” or cancellation not made in the aforementioned time frame, the reserved block of time will be applied to Tenant’s monthly allotment in not less than four (4) hour increments.
- Serving or consuming alcoholic beverages in the Conference Room is strictly forbidden. Training Room privileges will be revoked for one (1) year for said violation.
- When scheduling your meeting please allow time for set up and clean up.
- Tenants are responsible for leaving the Training Room organized and in the original configuration for use by other tenants. All food and containers brought into the room must be taken out and disposed of properly.
- If you are using audio visual equipment, allow time to become familiar with the equipment and test laptop, to ensure compatibility. Instructions for use of the provided equipment are provided in the room.
Property Management does not provide technical support.
- Training room doors may not be propped open and advertisement or directional signage may not be displayed outside the room.
- Tenants causing damage to equipment, furniture, or the premise will be charged for repairs.
- These facilities are for tenants’ primary business use only and may not be loaned or reserved for third parties, business affiliates or personal use.

World Trade Center Property management reserves the right to revoke privileges if the rules and regulations are violated.
These rules are subject change and may be modified without notice.