**Solar and Lunar Conference Room Guidelines**

* **Reservation Process**: Authorized Angus requestors can reserve the Solar and Lunar Rooms at [www.wtcpdx.com](http://www.wtcpdx.com/). Access is granted upon Property Management's approval of the electronic reservation request.
* **Reservation Details**: The reservation must include the name and contact details of the meeting organizer for approval by Property Management.
* **Room Access**: Entry requires an access card provided by Property Management. Pick up the access badge from the World Trade Center Portland Property Management Office up to one day before the reservation. Return the badge promptly after the meeting. A $25 fee may be assessed for unreturned badges.
* **Availability**: Rooms are available on a first-come, first-served basis from 7:30 am to 5:00 pm, Monday to Friday. No evening or weekend use is currently allowed.
* **Alcohol Policy**: Events involving alcohol consumption require prior property management approval, a certificate of insurance and a liquor license. Violators will lose room privileges for one year.
* **Setup and Cleanup**: Schedule sufficient time for setup and cleanup within your reserved period. These activities should not be reserved separately.
* **Room Maintenance**: Do not leave any supplies or items in the room. Properly dispose of all food and containers.
* **Audio/Visual Equipment**: Allow time to familiarize yourself with the provided equipment and test compatibility. Instructions are provided in the room. Property Management does not offer technical support.
* **Room Use Guidelines**: Doors must not be propped open, and no signage is allowed outside the room. Do not tape anything on the windows. Tenants causing damage will be charged for repairs.
* **Primary Use**: Rooms are for tenants' primary business use only and cannot be loaned or reserved for third parties, business affiliates, or personal use.

*World Trade Center Property Management reserves the right to revoke privileges for rule violations. Rules are subject to change without notice.*