



Training Room Rules

- “Authorized Requestors” can make training room reservations at www.wtcpdx.com. Use and access is granted when Property Management receives, and “approves,” the electronic reservation request.
- The 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 Property Management-provided access card only. The Training Room access card and packet is checked prior to approved reservation by arranging to pick-up in the World Trade Center Portland Property Management Office up to one day prior of planned use. The access packet must be returned to the Property Management Office immediately after each meeting. A fee of \$20 will be charged for any unreturned packets. Property Management will contact you to schedule your packet pick-up time.
- **For non-utility tenants:** The Training Room can be scheduled up to ninety (90) days in advance. Up to three (3) consecutive-day use is allowed, scheduled in blocks of four (4) hours for a maximum of (24) hours per month.
- **For utility tenants:** The Training Room can be scheduled up to ninety (90) days in advance. Up to two (2) consecutive-day use is allowed, scheduled in blocks of four (4) hours for a maximum of (16) hours per month.
- The Training Room is available on a first-come, first-served basis between the hours of 7:30 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 Training 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 not allowed to reserve the Training Room specifically for set-up and clean up; these duties should be done before or after hours.
- 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 a laptop to ensure compatibility. Instructions for use of the



WORLD TRADE CENTER® PORTLAND

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 premises will be charged for repairs.
- The Training Room is 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 to change and may be modified without notice.