



**WORLD TRADE CENTER®**  
**PORTLAND**

## Tenant Lounge & Terrace Use Guidelines

The Tenant Lounge and Terrace are shared professional amenities intended to foster collaboration, relaxation, and community among tenants. We ask that all users conduct themselves respectfully and uphold the standards of a professional office environment.

### Hours of Operation

- Open Monday through Friday from **6:00 AM to 6:00 PM**, unless reserved for a scheduled event.
- After-hours event reservations are available on weekdays only (see Events Policy).

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### Guest Policy & Appropriate Use

- The Lounge and Terrace are for tenant use only. Guests are permitted but must be accompanied by a tenant employee at all times.
- The Lounge and Terrace may not be used as a satellite office, coworking space, or substitute for leased premises.
- Group gatherings and meetings are prohibited without an approved reservation.
- No animals are allowed on the premises.

### Reservations & Access

- Lounge use without a reservation is allowed for **casual use** (e.g., lunch, coffee breaks) but is **limited to two (2) hours per visit** and may not include group meetings or events.
- **All group/business meetings or events** must be reserved no less than 48-hours in advance through the **Angus reservation system**.
- **Reservations may be made up to ninety (90) days in advance**; no exceptions to this window.
- Reservations are a **first-come, first-served** with no limit on the number of reservations per business per month.

- **Recurring weekly or bi-weekly meetings are not permitted.**
  - Each tenant must designate **one (1) representative** authorized to make reservations in Angus and who is familiar with these guidelines.
  - For after business hours events, **an access badge** must be picked up from the **WTC Management Office** (1WTC Bridge Level, Suite 230) for entry.
  - Except during approved events, Tenant shall keep all doors to the Lounge and Terrace locked and other means of entry to the premises closed and secured. All corridor doors shall remain closed at all times.
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## Events Policy

### Business Hours Events

- Permitted **Mondays and Fridays only**, from **8:00 AM–11:00 AM** or **Monday through Friday**, from **3:00 PM–6:00 PM**.
  - **Two (2) events during business hours per day** is allowed.
- The Lounge and Terrace will be closed to other tenants for approved events.
- A **flat fee of \$400** applies for all such events. Additional fees may be assessed for set up and take-down costs, cleaning costs and security costs.

### After-Hours Events

- Available **Monday through Friday, 6:00 PM–10:00 PM**.
  - One (1) event per day is allowed.
- Not available on weekends.
- A **flat fee of \$1,000** applies for all such events (full block required). Additional fees may be assessed for security, furniture reset, cleaning costs, or for janitorial labor over what is standard (e.g., large spills on the floor/ carpet, upholstery cleaning, etc.).
- Here is a visual of the available schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday
6:00 AM					
7:00 AM					
8:00 AM					
9:00 AM	Available				Available
10:00 AM					
11:00 AM					
12:00 PM					
1:00 PM					
2:00 PM					
3:00 PM					
4:00 PM	Available	Available	Available	Available	Available
5:00 PM					
6:00 PM	Afterhours Available				
7:00 PM					
8:00 PM					
9:00 PM					
10:00 PM					

### Event Logistics

- **For events expecting more than 20 attendees** that include individuals who are not WTC employees, a designated host must be present in the lobby to greet and check in guests. A complete guest list must be submitted to Security at least 48 hours prior to the event. The host will be responsible for verifying attendees against the list, with support from Security as needed.
  - **For events with fewer than 20** that include non-WTC attendees, an authorized Angus user must submit a guest badge request through the Angus system in advance of the event.
- Furniture may be rearranged but **must be returned to its original layout** immediately following the event.
- The WTC Management Office **does not provide additional tables or chairs**. Tenants may coordinate with a **licensed and insured rental company**.
- All vendors performing work at WTC Portland must provide a **Certificate of Insurance (COI)** in advance.
- The WTC Management Office does not provide AV or other technical support.

## Catering, Alcohol, & Signage

- **If catering is provided, caterers must be licensed and insured.** A COI is required and must be submitted to the WTC Management Office **at least five (5) business days** before the event.
  - **Alcohol service requires prior written approval** by the WTC Management Office and may necessitate additional insurance and the use of a **licensed bartending company**.
    - WTC Management requires the hiring of approved security for events with over fifty (50) attendees with alcohol service.
  - **All signage must be pre-approved** by the WTC Management Office. Do not affix anything to painted surfaces, cabinetry, or glass using tape or adhesives.
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## Professional Conduct Expectations

To ensure the space remains enjoyable for all:

- Keep noise to a minimum. **Use headphones** and avoid speakerphone or video calls.
- **Do not lay down, stand on, or place feet on furniture.**
- **Footwear is required** at all times.
- **Profanity or inappropriate language** is not permitted.
- **No vending, solicitation, or sales activities** allowed.
- **Smoking and vaping are strictly prohibited**, including on the terrace.
- **Do not sit or stand on terrace railings** or relocate outdoor furniture inside.
- Food and drink must **not be placed on game room equipment**, and equipment should be used only as intended.
- **All leftover food and beverages must be removed immediately** after use.
- No rice, confetti or glitter may be used inside or outside of the facility.
- **Do not leave the space in a condition that impedes janitorial cleaning.**

Tenants or their employees who violate any of these rules may lose future access at the WTC Management Office's sole discretion.

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## Occupancy Limits

- Lounge: 150 persons
  - Game Room: 20 persons
  - Terrace: 300 persons
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## Risk & Liability

**Tenant agrees that its use of the Tenant Lounge and Terrace must not interfere with the operation of the premises or other tenants' use thereof. In addition to any provisions in its lease with the owner of the property, tenant agrees to indemnify and hold harmless the owner, and their respective affiliates, from and against all claims, losses, damages, liabilities or expenses incurred (including attorney's fees) as a result of tenant's use of the Tenant Lounge and Terrace. The WTC Management Office is not responsible for the loss or theft of personal property, equipment, money, or other valuables. Use of the Tenant Lounge and Terrace is at your own risk.**

The WTC Management Office will have the right to refuse reservations to any group or Tenant and reserves the right to amend, modify or supplement these Rules and Regulations as in the WTC Management Office's judgment may be necessary for the safe, convenient and efficient use of the Tenant Lounge and Terrace.

### **Questions, Reservations or Need to Change Angus Authorized User?**

For questions, please contact the WTC Management Office at [ask.wtc@pgn.com](mailto:ask.wtc@pgn.com).

For reservations, please contact your authorized Angus administrator.



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## Frequently Asked Questions (FAQ)

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### **How do I designate someone from my company to reserve the Lounge?**

Each tenant must provide the WTC Management Office with the name and contact information for one (1) authorized representative. This individual will be responsible for making reservations in Angus and ensuring adherence to the Lounge Use Guidelines.

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### **Can I book the Lounge for a recurring event, like a weekly staff meeting?**

No. Recurring weekly or bi-weekly reservations are not permitted in order to provide fair access to all tenants.

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### **What happens if we need to cancel a reservation?**

Please notify the WTC Management Office at [ask.wtc@pgn.com](mailto:ask.wtc@pgn.com) at least 48 hours in advance to cancel your reservation so the time slot can be made available to other tenants.

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### **Can I use the Lounge without a reservation?**

Yes, tenants may use the Lounge for informal purposes (e.g., eating lunch, having coffee) for up to two (2) hours at a time, as long as it is not reserved for an event. Group gatherings or business meetings without a reservation are not permitted.

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### **Can I host a private event after hours?**

Yes, after-hours events are permitted Monday–Friday from 6:00 PM–10:00 PM for a flat fee of \$1,000. No weekend bookings are allowed. All event logistics must comply with our event policy, including insurance requirements and cleanup expectations.

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### **Can my guests use the Lounge or Terrace on their own?**

No. All guests must be accompanied by a tenant employee while in the Lounge or Terrace. Unaccompanied guests will be asked to leave.

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**Can we bring in outside vendors for an event?**

Yes, but all vendors must be licensed and insured, and a Certificate of Insurance (COI) must be submitted to Property Management at least five (5) business days prior to the event.

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**Is alcohol allowed at events?**

Alcohol is allowed only with prior written approval from the WTC Management Office and typically requires additional insurance and service by a licensed bartending company.

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**What if the space is not cleaned up properly after use?**

If the Lounge or Terrace is left in a condition that prevents janitorial staff from cleaning it, future reservations may be denied. It is the responsibility of the reserving party to ensure the space is reset and clean.

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**Who should I contact if something is broken or not working?**

Please contact the WTC Management Office at [ask.wtc@pgn.com](mailto:ask.wtc@pgn.com) immediately to report any issues with furniture, technology, or other Lounge amenities.