

Conference Center Guidelines

Wright Runstad & Company's (Property Management) intent is to be good hosts, as well as good stewards of the 1500 Jefferson Building Conference Center. This document provides general information and guidelines regarding the Conference Center use and reservations.

Reservations are limited to work-related use by 1500 Jefferson on-site staff, and other groups as approved. Conference Center operating hours are 7:30 am to 5 pm, Monday through Friday. If you have questions regarding a request outside these guidelines, please contact Property Management at (360) 359-4790 or 1500mgmt@wrightrunstad.com.

General Information

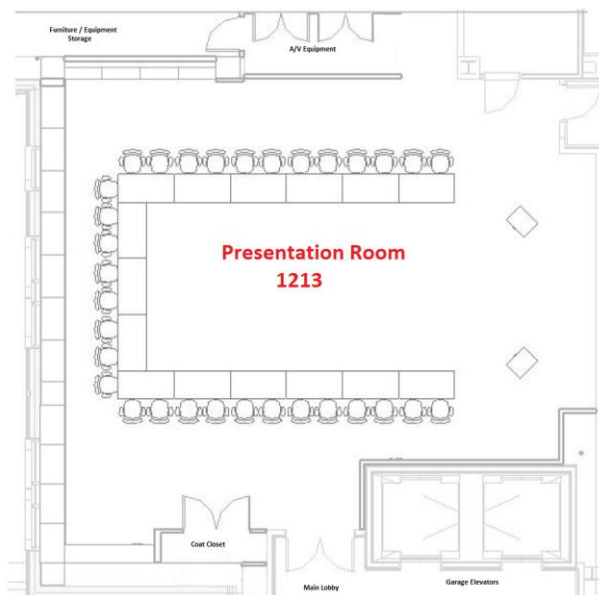
The Conference Center is located on the first and second floors. The Presentation Room is located just off the main lobby on the first floor, and the remaining 6 rooms are located upstairs on the second floor. There are six conference rooms of varying sizes. Operating hours are 7:30 a.m. to 5 p.m.

Room Reservations

To check room availability, call Property Management at 360-359-4790. To request a room, please submit a completed reservation form to 1500mgmt@wrightrunstad.com. Your reservation is not confirmed until a meeting request is received from Property Management.

Reservation forms should be submitted at least two business days before a proposed meeting/event. A room may be placed on "HOLD" for up to 24 hours. After 24 hours, the room will be made available for other reservations. Please schedule the smallest appropriate room for your meeting.

Presentation Room



2nd Floor Conference Center



Set-up Information

The chart below reflects each room's *maximum* number of occupants, based on that style of room set-up.

ROOM #	Theatre no tables	Classroom chairs & tables	Boardroom chairs & tables	U-Shape chairs & tables	Block chairs & tables
Presentation Room	195	70	32	32	44
2208	99	48	32	30	36
2330	❖	❖	20	❖	❖
2331	❖	❖	20	❖	❖
2332	❖	❖	20	❖	❖
2320	❖	❖	12	❖	❖
2322	❖	❖	12	❖	❖

❖ = set up not available

Style	Definition
Theater	1 head table, chairs for specified number of people only
Classroom	1 head table, table and chairs in rows for specified number of people
Boardroom	2 continuous rows of tables facing each other
U-Shape	Tables arranged in a "U" shape, chairs on inside <u>and</u> outside of U-shape
Block	Tables arranged in a block 'circle', chairs on outside only

Policies and Procedures

Reservations: A Reservation Form should be submitted at least two business days before a meeting.

Reservations are made on a first-come, first-served basis. Conference rooms may only be reserved twelve (12) months in advance. Reservations for conference rooms are limited to 1500 Jefferson building staff for work-related use only.

Parking: There is no onsite meeting parking. Meeting hosts should recommend a nearby visitor lot and encourage carpooling for off-site attendees if possible. The intercity DASH shuttle also stops in front of the building on Jefferson.

Furniture: Tables and chairs will be set-up by property management as specified on your Reservation Form. Tables and chairs may not be moved from room to room or moved outside the room. They are specific for each room.

Network/ Connectivity: Meeting hosts should check with their agency IT staff to arrange network connectivity.

Audio/Visual Equipment: Each room is equipped with lighting control, a projector and screen or LG monitor. The Presentation Room and room 2208 also have microphones and touch pad remotes for controlling the equipment and lighting.

Teleconferencing: The Presentation room and room 2331 have teleconferencing equipment. Meeting hosts should check with their agency IT staff to arrange network connectivity

Room Logistics:

- **Room Set-up** –Property Management schedules reservations with a time between meetings to allow for set-up and cleaning of the room. Please begin and end your meetings on time.

Decorations: Decorations are allowed in the Conference Center but may not be hung from the ceiling, light fixtures, or attached to walls. Altering the appearance of rooms by taping, pinning, nailing, or fastening any items in any manner to the walls, doors, and/or ceiling is not permitted. The use of sticky tape on walls is also not permitted. Decorations can be placed on top of tables, but must be removed immediately following the event.

Poster/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 main lobby or outside of the conference rooms.

Damages: Agencies are responsible for damages incurred while using the conference rooms and will be charged accordingly for damages such as food stains on the carpet, damage to chairs, tables, or walls, etc. Any damages will be reported to the Property Management Office and a repair estimate will be submitted to the agency.

Catering/Food Service: Outside catering is permitted with entry through the loading dock and freight elevator. Contact Property Management for access. Food tables should be requested on the reservation form. No food set-up is allowed outside the conference rooms. Room 2208 has an adjacent catering room for large events. Caterers or tenants are responsible for cleanup and removal of all food and supplies.

Cleaning: Please report any spots/spills to Property Management for cleaning.