

February 1, 2008

Hello,

Welcome to WSU-Mount Vernon NWREC! The Center's *Agricultural Research & Technology Building (ARTB)* and *Olson Heritage Farmhouse (OHF)* each represent unique partnerships between Washington State University and the agricultural community of northwestern Washington. Their construction and renovation required many years of planning, fundraising, and hard work. Currently, areas in these buildings are available for events for programs related to WSU CAHNRS' (College of Agricultural, Human and Natural Resource Sciences) and WSU Extension's educational and outreach missions. All users are requested to take special care of these facilities to insure their trouble-free and safe operation and longevity.

Washington State University Business Policies & Procedures provide the basis for offering services and/or renting space at our Center. Fees charged to cover expenses for building operations and maintenance are applied to administration, audio-visual, care of grounds, custodial and utility, environmental safety, repairs, security, and/or supervision costs. All users are expected to do thorough clean-up, return furniture to the standard configuration, and follow the rules governing the building's use. During the coming years the Center will be monitoring the actual costs of operating these facilities to determine whether or not the current assigned rates need to be adjusted accordingly.

Thank you for your interest in WSU-Mount Vernon's Northwestern Washington Research & Extension Center. We hope your event is a success!

Documents Available Upon Request: ARTB / OHF Facility Use Policy; ARTB / OHF Facility Use Agreement (for internal users); ARTB / OHF Facility Use Agreement (for external users); WSU Business Policies & Procedures 70.29 and Executive Policy #20; WSU CAHNRS and WSU Extension mission statements; WSU EH&S Guidelines on *Hosting a Safe & Healthy Food Event*; WSU Key Assignment Record form; WSU-Mount Vernon NWREC Standard Furniture Configuration diagram; WSU-Mount Vernon NWREC Room Reservation Request form.

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The following checklist is provided for your convenience as you plan activities at WSU-Mount Vernon NWREC. Please remember that in order to use our facilities, ALL users are required to:

- Plan activities in accordance with the research and extension missions of WSU's College of Agricultural, Human, and Natural Resource Sciences, and WSU Extension.
- Request a reservation e-form from [ashleyb@wsu.edu](mailto:ashleyb@wsu.edu) . All reservations are taken via email only.
- Make certain that the reservation form has all information regarding the event and its sponsors - - this is a requirement; otherwise, the reservation will not be held.
- Read the Facility Use Policy (attached).
- Sign a Facility Use Agreement. WSU Business Affairs Office approves the agreement upon recommendation of the approving authority. (Agreements can accommodate recurring events.)
- If alcohol is being served, obtain a banquet permit, and provide it to the Center in advance of the event.
- If food is being served, provide the Center with a copy of your caterer's food handler's permit which must be current. All food must be served in the kitchen.
- If furniture set-up/take-down assistance is needed, request via the electronic reservation form. Configuration changes must be requested and a diagram submitted a minimum of two (2) business days before the event.
- If your meeting/event occurs outside business hours (8 to 5, M-F), security services and fees are required and must be requested on the electronic reservation form.
- Remind your meeting attendees to take good care of the facility! ***Each group is required to do their own clean-up and take-out garbage.*** Cleaning equipment is in closet 101C in the auditorium; there are garbage cans just outside the west doors of the auditorium.
- Tables and chairs must be returned to the standard configuration (a diagram is permanently posted on the northeast auditorium wall by the touch screen) unless other arrangements have been made in writing.
- Encourage carpooling since parking space is limited. The number of expected cars must be marked on the reservation request. Meeting attendees need to be reminded not to park along State Route 536.
- Please plan ahead and bring office supplies and copies of meeting documents. WSU NWREC cannot supply these for events.

Facility Use Policy  
***Agricultural Research & Technology Building***  
***Olson Heritage Farmhouse***  
WSU-Mount Vernon NWREC  
Revised September, 2008

The Washington State University-Mount Vernon Northwestern Washington Research and Extension Center (WSU-NWREC) supports the research and educational mission of WSU's College of Agricultural, Human, and Natural Resource Sciences (WSU-CAHNRS).

The following policies govern the use of the Center's *Agricultural Research & Technology Building (ARTB)* and *Olson Heritage Farmhouse (OHF)*. Specified areas are available to WSU-sponsored programs and personnel, and to the public, but solely for events and programs related to WSU-CAHNRS mission.

<http://cahnrs.wsu.edu/overview/index.htm>

By reviewing this policy statement and signing the Facility Use Agreement as either a current WSU employee (internal user) or community member (external user), you agree to comply with the following policies, and accept financial responsibility for property damage and other claims resulting from the noncompliance with these policies by you, members of your organization, or invitees of your organization.

Noncompliance with these policies or damage to the *ARTB* or *OHF* may result in the loss of the privilege of using these spaces.

A1. Spaces in the *ARTB* Available for Reservation

Auditorium East + West –

Maximum capacity is 226; recommended is no more than 135 (number of available chairs) to allow for seating; classroom style seating with tables allows for 65

Auditorium West –

Maximum capacity is 75; recommended is no more than 35 to allow for seating; standard configuration, conference table style allows for 24

Auditorium East –

Maximum capacity is 135; recommended is no more than 90 to allow for seating; classroom style with tables allows for no more than 45

Food Demonstration & Kitchen—

Recommended capacity is 4 people in kitchen and 16 people for seating in lobby (available by special request only); classroom style seating is not available

Processing Laboratory—

For WSU-sponsored programs only, during business hours; recommended capacity is no more than 20 people

Conference Room—

For WSU-sponsored programs only, during business hours; recommended capacity is 8 to 12 people

A2. Spaces in the *OHF* Available for Reservation

Conference Room—

Available only during business hours; recommended capacity in no more than 25 people

## B. General Rules and Eligibility

1. Regular business hours of WSU-NWREC are 8 am to 5 pm, Monday through Friday.
2. Rooms must be reserved in advance with WSU-NWREC administrative office, and all meetings/events are subject to approval by both the approving official of WSU-NWREC and the WSU Business Affairs Office in Pullman.
3. All users are responsible for taking reasonable care in their use of the *ARTB* and *OHF*, and cleaning and leaving them in good condition after use. Any costs incurred by WSU-NWREC for cleaning or repair due to misuse will be billed to the user.

Service center rates for maintenance are \$37 per hour straight rate and \$56 per hour overtime rate (one-hour minimum).

Service center rates for custodial are \$21 per hour straight rate and \$32 per hour overtime rate (one-hour minimum).

4. All users will be charged for AV and conference call equipment rental, and requested furniture set-up and take-down assistance. See Sections F25-28 for fee structure charges.
5. Use of the Conference room, Processing Lab, and Headhouse is by special permission. See Section G35-43 for information on using these spaces.
6. *ARTB* Auditorium and *OHF* Conference Room rental and security charges, specifically outlined in Section F25-34, will be based on the following:

6a. WSU current programs and WSU current volunteer programs (internal users) are eligible for reserving available spaces with minimal cost providing all of the following apply:

- i) the meeting times occur during regular business hours,
- ii) WSU personnel organizing the meeting are present,
- iii) meeting attendees are not charged a registration fee (otherwise rental rates apply),
- iv) the meeting hosts less than 75 people (otherwise, a \$50 daily custodial fee is applied),
- v) no furniture arrangement is required (otherwise service fees apply).

6b. Current WSU Programs and current WSU volunteer programs (internal users) are charged if the event occurs during non-secure hours. WSU personnel must be present during the meeting, and make advance arrangements for rental use and building security.

6c. Non-WSU groups (external users) sponsoring educational meetings/events related to agriculture, horticulture, human and natural resource sciences are eligible for reserving the available spaces without charge providing all of the following apply:

- i) the meeting times occur during regular business hours,
- ii) WSU maintenance personnel are available in the building,
- iii) meeting attendees are not charged to attend the event,
- iv) the meeting hosts less than 75 people (otherwise, a \$50 daily custodial fee is applied),
- v) no furniture arrangement or AV use is required (otherwise service fees apply), and
- vi) WSU users do not require the space.

6d. Non-WSU groups (external users) may use spaces during non-business hours if special permission from the approving official is obtained, and advance arrangements for rental use and building security are made. Service fees will apply.

7. For large events involving more than 75 people, a \$250 refundable damage deposit may be required especially if users will also be involved in field/garden activities during the day, and dirt and mud are likely to be tracked into the building.

8. Groups comprised of over 75% senior citizens are exempt from room rental fees, providing the meeting is: related to the Center's mission, hosts less than 25 people, and involves at least one WSU-NWREC participant/responsible party.

9. WSU-NWREC facilities, including the *ARTB* and *OHF*, are not available for business club meetings, private parties, wedding receptions, or other non-educational events with the exception of events celebrating the region's agricultural heritage. Facilities are not available for activities involving gambling such as bingo and raffles, the sale of food or merchandise, or the promotion of an individual's or company's products.

10. WSU-NWREC is partially supported by public funds, and adheres to civil rights laws and regulations. Organizations which use WSU-NWREC facilities must have a policy of nondiscrimination and provide membership and services to all without regard to race, sex, religion, age, color, creed, national or ethnic origin; physical, mental or sensory disability; marital status, sexual orientation; and status as a Vietnam-era or disabled veteran.

### C. To Make a Reservation

11. Contact [ashleyb@wsu.edu](mailto:ashleyb@wsu.edu) or call 360-848-6153 to obtain a reservation request form. Information on meeting date/time, topic, anticipated attendees, number of cars, contact person, AV equipment needs (which includes requests for conference call equipment), tables & chairs, food service, and anticipated set-up and clean-up time is required in order for the reservation to be held. Requests are made via e-mail.

Users must confirm to WSU-NWREC within seven (7) days of the event the final number of attendees.

12. Security proximity cards for meetings occurring during non-secure hours are available only to current WSU personnel with security system access approval and training *who must be present during the event from start to finish*. Security proximity cards can be checked out from the WSU-Mount Vernon NWREC administrative office during normal business hours, and in accordance with WSU Business Policies and Procedures. Proximity cards must be returned to the administrative office or a designated drop box by noon the following day (or Monday noon following week-end events). Lost proximity cards must be reported immediately. Lost proximity cards will be charged a \$50 replacement fee.

13. If there are multiple requests for the same reservation time, the approving authority of WSU-NWREC will give first priority to WSU-sponsored programs, with those most closely related to the agricultural research and extension mission of the center, receiving next priority.

### D. While You are Here

14. Room set-up can begin at 8:00 am and room clean-up, with all meeting attendees departed, must be completed no later than 5:00 pm, so please plan accordingly. If you desire an earlier start time or later ending time, security fees will apply. A WSU employee or authorized person must always be present during non-business hours. The *OHF* Conference room is generally not available during non-business hours.

15. All WSU-NWREC buildings are NON-SMOKING facilities. Smokers must remain 25 feet away from doorways and windows. Receptacles for cigarette butts are provided outside the *ARTB* and *OHF*; the user is responsible for picking-up any cigarette butts left on the grounds.

16. Meeting attendees are NOT ALLOWED to access other locations on WSU property except the Display Gardens which are open to the public from dawn to dusk, nor are attendees allowed to engage in any conduct which disturbs neighbors or occupants at WSU Mount Vernon NWREC. This is especially applicable to the front office personnel and scientists and graduate students who sometimes work late into the evening hours in offices and labs which immediately adjoin the *ARTB* parking lot and gardens.

- Please be aware that events in the Kitchen and Lobby during business hours can be especially noisy for the front office staff; please remember there are numerous WSU-NWREC employees at work.
- Please keep food and beverages in the Kitchen and meeting room assigned. During business hours, the lobby will still be in use for WSU-NWREC business.
- No cell phone use near the reception area.

17. Children are to be supervised at all times, and are not allowed to climb on furniture, benches, rock walls or other structures in or around the building.

18. Political signs or other advertising are not allowed on WSU properties. Users of the *ARTB* and *OHF* may put advertisements inside the room during an event (see Section F29 below on posting temporary signage), but signs must be removed immediately following each use.

19. NO ACCESS of mechanical, electrical, or rooms with telephone/computer control panels is allowed, other than by WSU-NWREC administrative/maintenance staff. In case of unexpected building problems, contact NWREC front office during business hours or the person doing security duty for an event during non-business hours.

20. A telephone is available in the lobby of the *ARTB* which accepts only local calls. Users must first enter **9-360** to place a local call; credit card calls may be placed by entering **9-0** first. Dial 911 for emergencies.

21. Standard safety and fire precautions must be observed at all times. Safety exit information is posted in the *ARTB* and *OHF*.

22. The speed limit at WSU-NWREC is 5 mph. For the *ARTB*, parking is limited to the paved parking lot immediately east of the building, or the west gravel parking lot near the Display Gardens. For the *OHF*, parking is available in the lot on the west side of the farmhouse. Additional parking areas (e.g., dry weather overflow parking) can be secured for special events during certain times of the year by permission of the approving official. Parking areas can only be used for the purpose of hosting events at WSU-NWREC.

#### E. Required Clean-Up

23. Users are responsible for completely cleaning any rooms that are used. Cleaning supplies are provided, and kept in the storage closet (101C) in the auditorium of the *ARTB*, or the restroom of the *OHF*. Cleaning responsibilities include:

- Sweeping up all dirt and debris, and mopping any spills should they occur.
- Putting garbage/recycling in appropriate receptacles on the patio outside the west auditorium doors of the *ARTB* or the west doors of the *OHF*.
- Checking bathrooms so the floors are clear of paper or other debris, and the toilets flushed.
- Checking rooms to make sure that no articles of clothing or personal belongings are left by meeting participants.
- Returning furniture to standard configurations for that space. Furniture must be picked up and placed in its correct location; sliding furniture damages the wax finish of the floor, increasing maintenance cost.

24. WSU-NWREC is served by an on-site domestic waste water treatment and disposal system (sanitary septic system). The longevity of the system is greatly affected by how it is used. Please keep these points in mind:

- Do not put coffee grounds or food scraps into the sink or toilets; scrape leftovers from plates into the garbage before washing,
- Do not flush hair combings, dental floss, sanitary napkins, tampons, wipes, cigarettes, gauze bandages, paper towels, oils, grease, bleach or any items other than toilet paper down the toilets,
- Use phosphate-free soaps.

#### F. Auditorium / AV Equipment and Furniture

25. WSU-owned AV equipment (including conference call equipment) is available with at least 24 hr advance notice. WSU personnel are available to assist with this equipment. Rental of the AV equipment will be \$10 per day.

Information about AV equipment availability and operation is posted by the touch screen in the northeast corner of the auditorium.

26. The dividing wall partitions in the auditorium of the *ARTB* may not be moved UNDER ANY CIRCUMSTANCE. Users must submit a request at least 24 hr in advance or at the time the reservation is made, to have the partitions moved by WSU-NWREC maintenance employees. There will be charges for assistance with altering the configuration of the auditorium at the service center rate of \$37 per hour, one hour minimum.

27. Tables and chairs may need to be moved around to accommodate various meetings, but they must be returned to the original configuration when the user leaves (as diagrammed on auditorium walls). Users must take care to move tables and chairs so that the floor is not damaged. Storage closets in the *ARTB* are for auditorium tables and chairs, and WSU NWREC use only. Furniture set-up and/or take-down service is available upon request at the service center rate of \$37 per hour, one hour minimum.

28. NO FURNITURE is to be removed or moved between rooms. Tables and chairs from the *ARTB* ARE NOT ALLOWED outdoors. Outdoor furniture for the *ARTB* is available upon request, but requires a set-up and take-down fee at the service center rate of \$37 per hour, one hour minimum.

29. Do NOT use tape or other sticky substances to post or hang signs, decorations, paper or other materials on the inner walls or doors of the *ARTB* or *OHF*; doing so may damage the walls. Do not drive nails or tacks into beams, walls or woodwork. The north wall of the auditorium in the *ARTB* is covered with a special fabric for which thumbtacks only can be used. All posted materials must be removed when each meeting ends.

30. The seed pinning maps used by the Puget Sound Seed Growers' Association located on the east wall of the auditorium in the *ARTB*, are NOT to be handled in any manner except by approval of the PSSG Association, the Western Washington Seed Advisory Committee, or the WSU-NWREC Director.

31. No room rental fees will be charged for qualifying programs as outlined in Section 6a (WSU programs taking place during business hours). However, a \$50 daily custodial fee will be charged for all groups exceeding 75 people; room rental fees outlined in F32 will be charged if participants pay a registration fee, AV fees of \$10 per day if the conference phone or overhead projector or sound system are used, and furniture set-up, indicated in F25-28 will be charged if assistance is required.

32. Room rental fees will be charged to qualifying WSU programs as outlined in Section 6b (WSU programs charging a registration fee or taking place during non-business hours) as follows:

Per each half day (or less) in the *ARTB* by WSU programs during non-business hours:

\$ 25 -- Auditorium West  
\$ 50 -- Auditorium East  
\$ 75 -- Auditorium East + West

Authorized WSU security personnel must be present at all times in order for the security fee to be waived.

Per each half-day use period in the *OHF*:  
Monday to Friday -- \$ 25 -- Conference room

Authorized WSU personnel must be present at all times in order for the security fee to be waived.

33. No room rental fees will be charged to qualifying programs as outlined in Section 6c (non-WSU programs taking place during business hours). However, a \$50 daily custodial fee will be charged for all groups exceeding 75 people; room rental fees outlined in F32 will be charged if participants pay a registration fee, AV fees of \$10

per day if the conference phone or overhead projector or sound system are used, and furniture set-up charges indicated in F25-28 will be charged if assistance is required.

34. Room rental and security fees will be charged to qualifying programs as outlined in Section 6d (non-WSU programs taking place during non-business hours) as follows:

Per each half-day in the *ARTB* by non-WSU programs during non-business hours:

- \$ 25 -- Auditorium West
- \$ 50 -- Auditorium East
- \$ 75 -- Auditorium East + West

A security duty charge fee at the \$56 per hour rate is required to insure that WSU authorized personnel are available during non-business hours. WSU authorized security staff availability will govern facility use during non-business hours.

#### G. Kitchen/Food and Beverages in the ARTB

*The Kitchen in the ARTB is a family-sized kitchen, and was designed to support catered meals, food preparation demonstrations, and pot luck meals for WSU programs. Meal preparation and food service by non-WSU groups is not allowed by Skagit County at this time. Food preparation or service is not allowed in the ARTB Lobby by any group without the prior written consent of the approving official from WSU-NWREC.*

35. Users must comply with WSU Environmental Health & Safety guidelines on “Hosting a Safe and Healthy Food Event at WSU” <http://www.ehs.wsu.edu/PH/hostingwsufoodevent.asp> (Appendix). Caterers must be able to document food handling certification from local health department.

36. Both *ARTB* and *OHF* are on a septic system—food scraps and other materials CANNOT be washed down the sink or toilets. See Section E24 above.

37. There is a coffee-maker and tea kettle in the *ARTB* kitchen which may be used, or users may provide their own. If the user chooses to use the coffee maker in the *ARTB*, check with the administrative office in advance. The coffee pot, including the basket and the stem, needs to be emptied and left in clean condition and replaced in the cupboard. DO NOT WASH COFFEE GROUNDS DOWN THE SINK. The user(s) must supply their own coffee/tea and serving supplies and make their own coffee.

38. Linens, cooking utensils, dishes, silverware, cookware and dishwashing soap are NOT provided as part of the rental fee. The user(s) must supply their own.

39. Garbage must be bagged, tops secured, and placed in the receptacles on the patio on the west side of the *ARTB* and by the west door of the *OHF*.

40. Recycling containers should be used whenever possible.

41. Use of alcoholic beverages in the *ARTB* or *OHF* requires a banquet permit issued by the Washington State Liquor Control Board, and by permission of the WSU-NWREC approving official and WSU Business Affairs. A copy of the banquet permit must be taken to the administration office prior to the event. The permit MUST be posted conspicuously during the event. User(s) must comply with WSU Business Policies & Procedures 70.29 and Executive Policy #20 (Appendix) regarding use of alcohol within the *ARTB*. ALCOHOLIC BEVERAGES ARE NOT ALLOWED OUTSIDE THE *ARTB*.

42. All programs are charged a \$10 kitchen rental fee to use the Kitchen in the *ARTB*; all food and/or beverage service requires kitchen rental; complete clean-up is required.

43. Any costs incurred by WSU-NWREC for cleaning or repair due to misuse will be billed to the user.

#### H. Conference Room, Headhouse, and Processing Laboratory in ARTB

44. Only current WSU programs may use these areas with permission of the approving official. Since these areas are used regularly by WSU-NWREC staff for research activities, reservations must be made at least 2 weeks in advance, and cannot be made for longer than 5 days at a time. For security reasons, these spaces are generally NOT available during non-business hours. WSU reserves the right of canceling reservations for these rooms on twenty-four (24) hour notice, but will make every effort to find substitute space.
45. Only trained WSU personnel are authorized to use video conferencing unit and other AV equipment in the Conference room.
46. See Section E24 above regarding use and care of sinks, toilets and sanitary septic system.
47. Tables and chairs may need to be moved around to accommodate various workshops. However, the lab tables are extremely heavy and cannot be moved without assistance of WSU-NWREC maintenance personnel at the service center rate of \$37, per hour, one hour minimum.
48. Users are responsible for completely cleaning these areas. This includes:
- Sweeping-up all debris, and immediately mopping any spills should they occur.
  - Putting garbage/recycling in appropriate receptacles.
  - Checking adjoining restrooms to make sure floors are clear of debris, and toilets flushed.
  - Checking rooms to make sure that no personal belongings are left by meeting participants.
49. Meeting attendees are asked to not disrupt normal working activities of staff in adjoining offices and laboratories, and should not enter these areas. Hazardous materials are used in some laboratories.
50. Use or tasting of alcoholic beverages requires a banquet permit issued by the Washington State Liquor Control Board, and by permission of the approving official. A copy of the banquet permit must be taken to the administration office at least 3 days prior to the event before obtaining a key/proximity card. The permit MUST be posted conspicuously during the event. Users must comply with WSU Business and Policies & Procedures 70.29 and Executive #20 regarding use of alcohol within the ARTB. ALCOHOLIC BEVERAGES ARE NOT ALLOWED OUTSIDE THE LAB.
51. Please make extra effort to protect floors, furniture, and lab benches from all types of stains!

#### I. Financial Responsibility

52. Rental fees are due at the time the reservation is made. Checks should be made payable to WSU Mount Vernon NWREC.
53. User must agree to be financially responsible for the cost of repairing any damage done to the ARTB or OHF, equipment, or its furnishings, during the period of use, and/or for the cost of any cleaning of the ARTB or OHF if not left properly cleaned.

#### J. Signature Responsibility

54. By signing the facility use agreement, you agree to be present during the event.
55. You agree to monitor the event to minimize the likelihood of damage, and to:
- Follow the ARTB / OHF Use Policies,
  - Leave the ARTB or OHF as it is found,
  - Remove all personal belongings after use of the ARTB or OHF,
  - Insure that all windows are closed and locked before leaving,

- Insure that no water is left running in the kitchen, restrooms, or drinking fountain,
- Insure that all lights are turned off,
- Insure that all inside and outside doors are closed and locked,
- Return keys/proximity cards if checked out,
- Provide banquet permit and food handlers' licenses as required.

Washington State University does not discriminate on the basis race/ethnicity, color, creed, religion, national origin, gender, sexual orientation, age, marital status, the presence of any sensory, mental, or physical disability, use of a trained guide dog or service animal, disabled veteran or Vietnam-era veteran status in its administration of educational policies, programs, or activities, or other University administered programs or employment.