

### **Pinecroft Business Park – Conference Room Guidelines**

Please make sure you read the guidelines below and fill out the reservation form completely. Once the reservation is accepted and approved, an e-mail will be sent to you confirming your room reservation. Reservations are on a first-come, first-serve basis. You may check the availability of the room by calling 509.927.7747 or emailing [amenities@leavittcap.com](mailto:amenities@leavittcap.com).

*The person reserving the conference room is responsible to comply with the following guidelines. Failure to follow these guidelines will result in denial of future reservation requests. If you do not find the room in suitable condition when you arrive, please contact 509.927.7747.*

#### **1. General**

- a. The conference room can be booked up to 12 months in advance.
- b. The tenant requesting the use of the room is responsible for damage to the facility and furnishings.
- c. If the room is used after working hours the tenant requesting the use of the room or designee will need to check-out a building keyfob. It is also that tenant's responsibility to make sure the door is closed completely. After the meeting, the keyfob may be returned to the office the next business day.
- d. If at any time your meeting reservations change and you won't be using our facilities please contact 509.927.7747 or email [amenities@leavittcap.com](mailto:amenities@leavittcap.com).
- e. There is no smoking in the facility.
- f. Non-service animals are prohibited from being on the premises.
- g. The conference room is for the use of Pinecroft, LLC tenants.
- h. Failure to leave the meeting room in good order may result in a cleaning charge.

#### **2. Food**

- a. You are welcome to arrange catering for your meeting under the following conditions:
  - i. You or your designee must be present to accept delivery of the food. Nothing may be staged in the exterior walkway without explicit prior approval. It is your responsibility to see that your food is set up properly for your meeting.
  - ii. All food and service materials must be removed and the conference room left as you found it prior to the end of your booked time. Please book sufficient time to accomplish proper cleaning.
  - iii. Properly dispose of all garbage and trash. Do not pile trash in an already full can or set it on the floor next to a trashcan. If the cans are full, trash must be carried to the dumpster located northeast from the conference room.

- iv. Wipe down and dry the conference room table.
- v. We realize that, from time-to-time, spills occur in the normal course of serving food and drink. There are limited supplies in the kitchen to cleanup these mishaps. If we determine that carpet cleaning is required after your function, you will be expected to pay a cleaning fee.
- vi. All food must be removed. Do ensure that the caterer picks up their items ASAP.

### **3. Before Leaving**

- a. If moved around, chairs must be returned to their original positions. After hours for non-emergency facility maintenance problems, call 509.927.7747.
- b. The white boards should be cleaned of all marks and markers and erasers should be returned to the original holder.
- c. Turn TV's off and put the TV remote and all computer cords in the center of the conference table or in the container in which they were found.
- d. Turn off all the room lights – there are 3 switches.
- e. Make sure the Conference Room door is closed and locked.