

Rules and Regulations

1. Absolutely NO staples or push pins of any kind in walls. NO glitter, confetti, or industrial strength tape is to be used in the conference room.
2. Room decorations (such as balloons, etc.) Or special equipment MUST BE APPROVED by the Facility Coordinator.
3. Use of the Port's built-in audio/visual equipment and kitchen appliances is prohibited. **The Port of Pasco has available for rent a portable projector at a rental fee of \$50 per meeting, per day.**
4. **Organizer must supply own supplies; i.e., easels, paper, pens, coffee, water, soda, etc.**
5. Organizer is responsible to set up tables and chairs for the event. Should additional tables be needed, user will be responsible for rental of additional tables and chairs. **Please plan a half an hour to an hour for set up.**
6. Upon completion of the event, clean furniture and return tables and chairs to their original location. Secure all trash (trash bags not provided), and deposit in the receptacle located at the west end of the building. **Please provide a half hour to an hour for clean up.**
7. Use of a Licensed Caterer is required for open public meetings. The caterer is required to pick up the remaining food, beverages and equipment immediately after the meeting. The caterer must provide proof of \$2 million Commercial General Liability Insurance policy naming the Port as additional insured, sign a "Port of Pasco Hold Harmless Agreement", and provide proof of a banquet permit if alcohol is served.
8. Organizations who desire to serve food, and/or any type of beverage must comply with the insurance requirements of this policy.
9. In compliance with Washington State Law, no smoking is allowed inside the building or within a presumptively reasonable minimum distance of twenty-five feet from the Osprey Pointe Facility. Any Organizations non-compliance can result in denial of future use of the facility and/or a civil fine in accordance with Washington State's prohibition on smoking at or near public facilities. (RCW 70.160).
10. The conference room, or any part of the Port facility, may not be used for any illegal purposes or activities.
11. The Port reserves the right to deny use of the conference room when the prescribed use of the room may lead to excessive wear and tear.
12. The use of the Port's name or logo in any publicity is prohibited other than to describe the location of the meeting or event.
13. Except for trained guide dog, or service animals, no animals are allowed inside or outside the Port facility.

14. No fire(s) is allowed inside the facility, or on any Port property.
15. The conference room will not be used to sell products or services.
16. The Port 's needs take priority over use by any organization, and organizations which choose to rent the conference room do so with the understanding that scheduled meetings may be cancelled unilaterally by the Port.
17. The Port reserves the right to deny or cancel any use when such use, or meeting, may in any way be determined to be prejudicial to the best interest of the Port, as determined in its sole discretion or violation of any local, state or federal law.
18. In the event that property loss or damage is incurred during such use of occupancy of the conference room, the amount of damages shall be determined by the Port and a bill presented to the Organization using the facility. The damage deposit will be utilized to clean or repair any damage.
19. As part consideration for the permission to use the Osprey Pointe facility and conference room, the Organization agrees to indemnify, defend and hold harmless the Port, its directors, Commissioners, officers, employees and agents from any and all liability, demands, damages, losses, and expenses arising out of the use of said facility by the user group. If any party shall retain the service of an attorney or commence any action to enforce the terms of this Agreement, the prevailing party shall be entitled to recover their costs and attorney fees.
20. Violation of these rules and regulations can result in the Port refusing to make the Osprey Pointe conference room available to that group and/or individual.
21. Under no circumstance shall any organization or person make use of Port property, signs, or logo's which would imply the Port's support or opposition to an issue, event or candidate. Accordingly, signs or demonstrations are not allowed outside of the conference room.
22. Non-compliance with the Port policy regarding facility usage, including creating a public disturbance or damage to the Port's facility and/or properties, can result in denial of future use, at the Port's sole discretion.

CHECK LIST



Did you add time to the room rental for set up and Clean-up for your meeting Please give yourself enough help and time to set up your meeting (Port staff cannot help you set up your meeting).	
\$300 Deposit and Rental fee (room \$50 and \$50 for AV Equipment)	
Beverages: Soda, Water, Juice, Coffee – BYOB – Bring your own Beverage	
Food: Port does not provide food or a Port Staff person for logistical purposes regarding catering.	
DOORS AUTOMATICALLY LOCK: Automatic Locks come on at 12:00 noon to 1 p.m. And 4 p.m. (close) All doors lock. Please inform all individuals in your party that if they go outside: patio, stair well, to their cars, if catering is coming to drop off or pick up. Doors will be locked during these times.	
If your meeting will continue after hours...we will provide you our guard's phone number. Our guard will come up and help you alarm the building. Please do not leave the building until the guard gets to the building.	
The Port of Pasco Administration office is still a work place. Please have fun during your meeting, however, please be considerate of the staff that is working. Activities outside of the rented meeting room should be discouraged.	
Did you read all of the rules and regulations for your meeting.	
Thank you for your cooperation. We hope you have a great meeting!	