

Updated January 2023

Washington State University Tree Fruit Research and Extension Center
(WSU-TFREC)

Meetings and Rules Governing the Use of Facilities Policy

Eligibility and priority for access to TFREC meeting facilities (Large conference room and Stockwell room) is restricted for the following purposes listed in priority group / use order:

1. Enrolled WSU classes for TFREC-based instructors and students (if held in the large conference room)
2. TFREC *internal campus community* events and activities (e.g. defenses, TFREC Center business meetings and events, academic department meetings etc.);
3. TFREC sponsored *programmatic* events and meetings *hosted by* TFREC Faculty, Staff, and Students (e.g. Extension events, research project meetings).
4. Washington State University departments, WSU Extension, USDA-ARS, WTFRC, and agricultural agencies of the Washington State government, other Washington State government or federal agencies with responsibilities that affect tree fruit industry, Northwest Horticulture Council, and the Washington State Tree Fruit Association.
5. *Affiliated* Groups or organizations in which TFREC staff or faculty have a direct involvement or affiliation. (*NOTE: Affiliated faculty or staff MUST be present during the entire length of any meeting held at TFREC.*)

Other individuals or groups will not be permitted to use TFREC meeting facilities.

All meetings must be held during regular business hours (8:00 am – 5:00 pm), which includes set up and clean up time unless prior approval is obtained from the Facilities Manager and TFREC Director. All participants of the meeting must exit the building before 4:30 p.m.

Any qualifying individual or group wishing to use the TFREC meeting rooms must fill out the appropriate reservation request form and submit it to the TFREC Office Specialist. All meeting requests requiring room setup will be reviewed by the Facilities Manager. Individual or group requesting the meeting room will be notified of an approval to use the room within one week of request submission.

Meeting room space will be approved on a first-come, first-served basis following the priority listing above. Groups 4 and 5 may only make reservations for the Stockwell room 30 days in advance.

Groups 1 - 2: The facilities staff will help with set-up / tear-down only in large conference room if given at least 72 hours notification.

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Three options available:

- a. Theater (chairs only)
- b. Classroom (chairs and tables facing front)
- c. Roundtable (chairs and tables around rectangle)

Groups 3 - 5:

Individual or group holding the meeting is responsible for set up and take down of tables and chairs, disposing of trash in north lot dumpster and cleaning of room so to leave the room in the same condition in which it was found to include, but not limited to, wiping down tables and sweeping

An outside door key WILL NOT be issued to groups 4 or 5 for entrance outside of regular business hours, unless given prior approval by the Facilities Manager.

WSU-TFREC reserves the right to cancel the reservation of any group for TFREC space if circumstances should warrant. This policy will be invoked only in unusual and compelling circumstances where no other option exists.

Participants in any meetings at WSU-TFREC agree to abide by the rules governing the use of meeting facilities, a copy of which may be found following this policy.

Failure to adhere to these rules will result in the denial of future access to WSU-TFREC facilities.

RULES GOVERNING THE DAYTIME USE OF TFREC MEETING FACILITIES

- Non-WSU groups must provide proof of general use insurance, which covers bodily injury and property damage.
- No smoking is allowed on any WSU-TFREC property/campus.
- Food and nonalcoholic beverages are allowed. The individual/group holding the meeting is responsible for providing their own supplies and equipment for preparation and serving of any food or nonalcoholic beverage. Catered meals may be allowed, but prior arrangements must be made with a WSU-TFREC office staff.
- Participants in meetings at WSU-TFREC are allowed in the assigned meeting room, rest room facilities and the connecting hallway between them. Other parts of the building or grounds, except building access, are off limits.
- No telephone calls are permitted from WSU-TFREC telephones. Visiting is to be done in the meeting room behind closed doors or outside of the building in order to not disrupt the work of WSU-TFREC staff. Cell phone conversations must be held either outside or between the double set of doors in the main entryway, not in the lobby or hallways.
- No furniture is to be removed from the meeting rooms.
- The individual/group holding the meeting is expected to provide their own paper, writing materials, and other equipment necessary for the meeting.

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- Do not use tape or other sticky materials to post materials on walls or doors of the meeting rooms.
- Use of any equipment, including but not limited to the wireless projector, extension cords/surge protectors and video conference units, located in the meeting rooms is prohibited unless prior arrangements for their use have been made. No support staff will be available before or after regular business hours. Use of any other equipment in the building is prohibited.
- The individual/group holding the meeting agrees to be financially responsible for the cost of repairs or replacement for any damage done to the facility, equipment or furnishings during your use.
- The individual/group holding the meeting agrees to hold WSU, the TFREC, and all WSU personnel faultless of any liability in the event an accident or injury occurs while you are using the meeting rooms and associated facilities, access and/or parking lot.