

Effective Date:

8/14/19

Port of Benton

Public Meeting Room Policies and Application

Thank you for selecting the Port of Benton's meeting room for your meeting site.

Our facilities are available for non-profit organizations to conduct non-profit, civic, community and cultural or educational related activities. Our facilities are also available to current tenants as a Port offered amenity. Unfortunately, Port meeting rooms are not available to non-tenant individuals or for-profit groups.

Guidelines have been established to ensure a successful rental for community members, organizations and the Port. Please review the attached **Public Meeting Room Guidelines and Policies** and **Public Meeting Room Application**. Applications should be submitted to the Port of Benton, 3250 Port of Benton Blvd., Richland, WA 99354, or by e-mail to info@portofbenton.com.

- ◆ Reservations are tentative until confirmed by Port staff. Any payments that are required due to damage or cleaning must be made by check. Please make checks payable to the **Port of Benton**.
- ◆ Rental times must include set-up and clean-up.
- ◆ A television with standard inputs will be available for use. Otherwise, bring your own Audio/Visual equipment. In very rare circumstances, the Port may allow for groups to use Port Audio/Visual equipment, but training must be requested and arranged prior to the reservation date and an additional fee may be sought.
- ◆ Tables and additional chairs may be available by request.

If you have any questions, please contact the Port at (509) 375-3060.

Port of Benton

Public Meeting Room Guidelines and Policies

Thank you for selecting the Port of Benton's meeting room for your meeting site. Guidelines and procedures have been established to ensure a successful rental for community members, organizations and the Port. To ensure a successful rental for all, the following guidelines have been prepared for use of the meeting rooms.

Hours of Use:

- **Port Business Hours:**
 - Monday-Friday: 8:00 a.m. to 4:30 p.m.
- **Public Use Hours:**
 - Monday-Thursday between the hours of 8:00 a.m. – 4:30 p.m.

The Port of Benton has priority for meeting rooms for Port business.

- Port of Benton activities, including programs presented by Port staff or other organizations affiliated with the Port have priority. During public use hours, when meeting rooms are not being used by the Port, they are available for use by non-profit organizations gathering to conduct non-profit, civic, community and cultural, or educational related activities. By opening up the Port's meeting rooms to non-profit public use, the Port intends to create a limited public forum in which public uses are restricted in a manner consistent with the Port's civic mission and that does not allow uses that would interfere with the governmental functions of the Port. The Port reserves the right to close the meeting rooms to public use and terminate the limited public forum at any time.
- Although the Port will make every attempt to find alternative facilities, the Port reserves the right, with the Executive Director's approval, to cancel a reservation and use the facility for Port purposes.

Available Rooms

- 3250 George Washington Way Large Conference (Commission) Room: 16 chairs (@tables) and 10 (standalone)
- 3250 George Washington Way Small Conference Room: 12 chairs
- 3100 George Washington Way Conference Room: 20 chairs

Room assignment will be based on occupancy of such room and the applicant's needs. The minimum number of attendance to reserve the Large Commission Room is 10; Minimum attendance for the other rooms is 5.

The Port reserves the right to refuse reservations to any individual, organization or event.

Fees

- Checks may be used for payment. Please make checks payable to *the Port of Benton* and pay at the front desk at the Port's Main Office (or mail to: 3250 Port of Benton Blvd., Richland, WA 99354).

	Small Conference Room, and 3100	Large Conference Room
Port Purposes and Tenants	\$0	\$0
Non profit & other government 501(c)(3) 501(c)(5) or 501(c)(6)	\$0	\$0
Private and for-profit groups	Not allowed	Not allowed
Other fees:		
A cleaning fee may be billed at the rate of \$30.00 per hour if meeting space is not left in order.		
A damage fee may be billed, for any damage to the rooms/furniture.		

To Reserve a Meeting Room

- A *Public Meeting Room Application* must be completed at least five (5) days in advance by contacting 509-375-3060 or downloading the application from the Port's website: www.PortofBenton.com
- Meeting rooms will not be used for religious worship or other religious purposes, political fundraisers, political advocacy or other partisan campaign events; classrooms as a regular part of any school's curriculum, or the sale of goods or services. Candidate or ballot issue forums that present all opposing viewpoints are acceptable.
- Meeting rooms may not be scheduled more than six months in advance (current month + 5 months). Special events may be approved by the Executive Director up to one year in advance.
- There is a limit of one meeting per applicant or organization per month, excluding the Port of Benton. Exceptions may be granted with the Executive Director's approval for special circumstances.
- The Port will review all reservation requests for completeness and consistency. Approved reservations will be accepted on a first-come, first-served basis.
- If a meeting has been cancelled, applicants shall notify the Port's Office at least five (5) business days in advance of the scheduled meeting. Repeated cancellations may result in loss of use.
- The Port of Benton reserves the right to deny or cancel the use of its facilities when it is deemed by the Executive Director that persons or property might be endangered, that Port business operations might be disrupted, that the activity is illegal under federal, state or local law, or when the activity is likely to incite illegal, violent, or otherwise uncivil behavior.
- Although the Port will make every reasonable attempt to find alternative facilities, the Port reserves the right, with the Executive Director's approval, to cancel a reservation and use the facility for Port purposes.
- If the Port's audio visual or electronic equipment will be used, applicants must schedule and

receive training from Port Staff on its use prior to the meeting. No settings of the audio visual equipment will be changed without prior approval from the Port.

User Responsibilities

- A responsible adult over the age of 21 shall be present at all times. If children are present, they must be supervised at all times.
- The noise level in the lobby area during business hours shall be kept to a minimum.
- Meeting room doors must be closed while conducting meetings during normal business hours.
- The conduct of the meeting will be respectable and well governed.
- The sponsoring group/organization will be responsible for the provision of any specific non-facility ADA required accommodations.
- Upon completion of the meeting, close and lock all entry doors, exclusive of the doors electronically controlled. No group may consider the Port of Benton its permanent meeting place, use storage or use the Port offices as its mailing address.
- Set-up and clean-up are the responsibility of the user. Meeting rooms must be returned to their original condition to avoid cleaning fees.

Prohibited Activities

- Alcoholic beverages are not permitted in this facility or on this property.
- The use of tobacco products are permitted outside in designated smoking area only.
- No animals/pets are allowed in the meeting room except for guide or service dogs.
- Use of hazardous materials is prohibited.

Food and Beverages

- Prior approval of food and drink in the meeting rooms must be granted by the Port and must be indicated on the application. All refreshments and drinks shall be consumed inside the meeting room. Applicants are expected to clean the room and leave it as they found it; an additional cleaning fee may be required for the Port Commission Room if food is served.

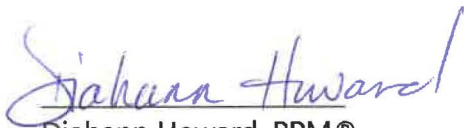
Office Equipment

- Prior approval to use audio/visual equipment is required and unlikely to be granted absent extraordinary circumstances.
- Office equipment such as conference room phones, copiers, printers, etc. is off limits for public use. Groups wishing to bring audio visual or electronic equipment in from another source must have prior approval.
- Use of personal laptops for video conferences purposes is acceptable.

Room Configuration/Cleaning

- Tables and chairs in each room are available for your use. Furniture must remain in its appropriate room. You are responsible for returning the meeting room to the configuration it was found in. The room shall be vacated by the ending time indicated on the room application.
- No decorations or application of materials to walls or floors are allowed.
- Applicants are required to remove, at their expense, any equipment or furnishings not included with the *Public Meeting Room Application*. All garbage must be put in the proper trash bins.
- Counter tops and tables shall be cleaned. Debris shall be removed from the carpet.

Approved to sign by Port of Benton Commission:



Diahann Howard, PPM®
Interim Executive Director, Port of Benton

08/14/2019

Date

Public Meeting Room Application

Today's Date: _____

Name of Group or Organization: _____

PORT OF BENTON

Address: _____

**3250 Port of Benton Blvd
Phone: 509.375.3060**

Port: _____ State: _____

Fax: 509.375.5287

Zip/Postal Code: _____ State of Washington UBI No. _____
(Non-profit)

www.PortofBenton.com

Contact Name: _____

E-mail Address: _____

Bus/Home Phone: _____

Cell Phone: _____

Date Requested: _____

Time Requested: _____ to _____
Include Set-up and Clean-up

Reoccurring Request? Yes No

Room Request: _____

Weekly Monthly

Mon 1st

Tues 2nd

Wed 3rd

Thurs 4th

Fri Last

Sat

Sun

Anticipated No. in Attendance: _____

Will Food be Served? Yes No

Audio/Video Needs? Yes No
(A/V training required)

Use this space to add any additional information necessary to describe your meeting or event you feel will assist the Port in determining space needs and/or eligibility of use.

I have read and understand the Port of Benton's Room Use Policies. I further understand:

** I am responsible for any damage incurred. A damage fee may be charged for actual replacement or repair fees.*

** A cleaning fee may be billed at the rate of \$30 per hour, if meeting space is not left in order.*

Authorized Signature _____

For Port Use Only

Application Status

Date Received

Amount

Receipt #/Employee Initials