

CONFERENCE ROOM GUEST USER INFORMATION & CHECKLIST

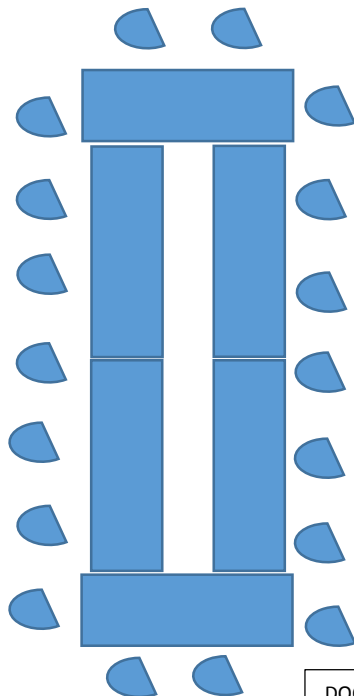
Important Reminders:

1. The exterior entrance door (where you gain elevator access) **may NOT be propped open**.
2. **Restroom codes:** unisex restroom is 1500 and the respective men's and women's restrooms is 1501
3. The passcode you receive to gain entry to the building will expire at the designated time.
4. Be on time to your event and vacate on time! Allow enough time for set up and clean up, as room use may be tightly scheduled.
5. The conference spaces are a part of our office space; please control activity and noise levels.
6. If serving food, please bring tablecloths to cover tables as well as any serving items (e.g., plates, napkins, etc.).
7. A sink, an instant hot water dispenser and a small refrigerator are available in the large conference room.
8. Technical support is not available after hours.
9. Please DO NOT park in the Washington Federal Bank lot during bank hours (Monday-Thursday 9am-5pm, Friday 9am-6pm). Guest conference room users may park in the lot after hours. Click [here](#) for a map of downtown parking facilities and metered areas.
10. Service animals are welcome. Other animals are not allowed.
11. Please use ONLY blue painter's tape to hang flip chart paper. Do not apply pins, nails or other kinds of tape to the walls.
12. In case of an emergency call 911.
13. WCP Contact information: Mauri Ingram, 360-739-8039.

Before you leave, please:

- Wipe down all surfaces, including the counter and sink if using the large conference room (cleaning supplies are under the sink). Return the tables to the configuration below. Push in the appropriate number of chairs for the respective configuration and place extra tables and/or chairs around the perimeter of the room.
- Place garbage and recycle items in the designated bins; however, any excessive amounts of garbage should be taken with you off site.
- Turn off the power on all AV/Media equipment and leave remote(s) on the counter (table in the small conference room).
- Turn off lights and close doors.

LARGE CONFERENCE ROOM



SMALL CONFERENCE ROOM

