



Clean Rivers Cooperative Training Center Guidelines and Information

The Training Center at the Clean Rivers Cooperative, Inc. (CRC) facility is available for use by member organizations of CRC for their tabletop exercises, trainings and similar occasions benefitting their environmental programs. Requests by nonmember organizations to use the CRC Training Center will be considered on a case -by-case basis with final decision being made by the CRC General Manager.

The general guidelines for using the Training Center are outlined in this document. For further information, please contact the CRC Administrative Coordinator at (503) 220-2084.

General Policies

- The User accepts responsibility for any injury to any person or property as a result of user actions. A Certificate of Insurance must be submitted before the reservation will be confirmed.
- The Training Center room rental rate is \$150 per day.
- A/V System rental rate is \$150 per day.
- Training Center capacity is 40 persons.
- The User agrees to reimburse CRC for any damages or costs incurred.
- There is a \$50 cleaning charge that is assessed for each day the Training Center is used.

Availability & Reservations

- The Training Center is available for use between the hours of 0600 – 1800 Monday through Friday. Requests to use the facility outside of these hours will be considered on a case-by-case basis and may incur additional costs.
- The event calendar at www.cleanriverscooperative.com is regularly updated to reflect current availability of the Training Center.
- Reservations can be made by contacting the CRC Administrative Coordinator at (503) 220-2084 a minimum of 5 business days before the requested reservation date.
- CRC reserves the right to cancel events due to emergencies or for reasons beyond CRC administrative control.

Food & Beverages

- Food and beverages are allowed in the Training Center. If catering is needed, the User is responsible for ordering, delivery coordination, payment and clean-up of catering services. User is allowed to use any caterer. Some recommended services that are familiar with the facility are:
 - Ingallina's (box lunches): www.ingallina.net, (503) 233-9400
 - Elephant's (box lunches and full service): www.elephantsdeli.com, (503) 937-1099
 - Cheryl's (box lunches and full service): www.affordableportlandcatering.com, (503) 595-2252
- The facility has a kitchen with a sink, refrigerator, microwave and household size coffee maker.

- Although the water at the facility is potable, it is recommended that guests bring in bottled water.
- Alcoholic beverages are not allowed.

Equipment

- The Training Center is equipped with:
 - Ceiling-mounted video projector and screen, with ability to play media off of the in-house Windows PC and DVD player or connect to your personal laptop or jump drive
 - Video conferencing capabilities
 - Two LCD monitors
 - High capacity wireless printer/copier/scanner
 - Microphone and PA system
 - Eight poster easels
 - Dry erase posters of ICS forms and Columbia River charts
 - Documentation center stocked with common tabletop exercise office supplies
 - Tables and chairs for 40 people
 - WIFI connection capable of connecting up to 30 people
- The User will provide any additional equipment or supplies needed for their specific purpose. Suggested resources are:
 - AV-Tech: www.avtechrentals.com, (503) 268-1242
- Blue tape is the only adhesive allowed to hang posters on the wall (No tacks, pushpins or staples).
- CRC is not responsible for any damage, loss or theft of property brought in to the facility by the User.

Set Up & Tear Down

- Standard set up of the tables and chairs is classroom style. It is the responsibility of the user to move tables and chairs if they want a different layout.
- The user is responsible for disposing recyclables and trash in the proper receptacles and clearing out any leftover catering food before leaving the facility.
- The room should be left in the same condition that it was prepared for the user.

Parking

- Parking is available in front of the CRC office and in the gravel lot across the street. All vehicles must be backed into their parking spots.
- CRC is not responsible for any damage, loss or theft of property in the parking areas.

Use Agreement

- Completion of the information and signatures below confirms a reservation for use of the CRC Training Center. Furthermore, by signing the User agrees to adhere to all conditions set forth in the Training Center Guidelines and Information document provided.

Reservation Date: _____ Time: _____

User Name: _____

User Signature: _____

Company: _____

CRC Signature: _____