



## Labor and Industries Facility Use Application and Agreement for Government Agencies

Located at: 7273 Linderson Way SW, Tumwater 98501, I-5 Exit 101

Name of agency			
Mailing address or mail stop		City	State ZIP + 4
Contact person		Phone number	
Meeting date	Scheduling exception requested <input type="checkbox"/> Yes <input type="checkbox"/> No	Time meeting scheduled <input type="checkbox"/> AM <input type="checkbox"/> PM	Requesting <input type="checkbox"/> Conference Room <input type="checkbox"/> Site
Departure time (event must end before 9pm)	Type of activity	Required access time	Estimated attendance

### Available parking is limited. Carpooling highly recommended.

- Parking is not allowed at the main Rotunda entrance for loading or unloading equipment at any time. A designated unloading area at the rear of building is accessible from the west employee parking lot.
- Event sponsors are responsible for informing all attendees of L&I parking requirements.

### Please note:

- **Labor and Industries (L&I) has priority use for all conference rooms located in the South Wing. In case of an emergency, L&I may cancel an existing reservation to accommodate Department business. If the requestor's reservation is canceled, they will be notified by Facilities Services personnel by phone as soon as possible.**
- Room access for users is limited to **no earlier than 7:30 a.m.** unless there is an extraordinary need. A request for earlier access must be submitted in writing for approval by Facilities Services.
- WSP will lock main entrance doors at 6:30 p.m.
- Facilities Services provides set-up support for the **auditorium only**.
- Requesters are responsible for set-up for all other conference rooms.
- Use of the facility is limited to the 1st and 2nd floors of the South Wing.
- Any unauthorized person in a restricted area will be advised by Security to return to the South Wing.
- Facilities Services will be notified of any individual's misconduct. This may affect their group's future use of the facility.

### The event sponsors are responsible for the following:

- The event sponsor must allow setup time by L&I staff for the event. **Setup time will not start prior to 7:00 a.m. unless there is an extraordinary need.**
- **Requester must supply any equipment needed in the auditorium not listed on auditorium equipment/set-up checklist** (see page 2). Upon departure, please remember to take the items you brought with you. The Department of Labor and Industries is not responsible for abandoned material and equipment.
- General clean-up of the room after the event.
- The entry and exit of all group members from the building
- The event sponsor may be charged for damage beyond normal wear and tear.
- For conference rooms other than auditorium, you are responsible for returning room to the layout shown on wall plan. Please note: *Failure to comply with these requirements could affect your ability to reserve the facilities in the future.*
- Catering services can be arranged by contacting Roy Gappert at L&I Cafeteria - 902-6381

**Scheduling is coordinated with the Facilities Services Program in Administrative Services (360) 902-5804.**

- Outside groups may not reserve facilities more than four (4) weeks in advance unless approved by the Assistant Director for Administrative Services.

**Procedure for scheduling rooms outside of (4) weeks in advance or weekend scheduling.**

- A memo or letter requesting an exception to Policy rule 5.04 addressed to the Assistant Director for Administrative Services should be attached to the application.
- The exception letter and application should be sent to Facilities Services by fax at (360) 902-5805. It will be reviewed by the Assistant Director for Administrative Services. You will be advised accordingly.
- Once the request has been approved or denied Facilities Services will contact you. Please allow two or three days for a reply. If it has been approved and the room is still available, you will receive a confirmation number.
- Requests are processed on a "first come-first serve" basis.

Activities that violate state or federal law, pose a potential for the disruption of agency business, are a potential hazard to public safety, create a legal liability or cost to the State or Department, or may damage public property are prohibited in the L&I Tumwater Building or on the grounds.

### **Auditorium Equipment/Setup Checklist**

<b>Microphones available</b>	<b>Quantity</b>	<b>Equipment available</b>	<b>Tables available</b>
<input type="checkbox"/> Hand-held cordless	_____	<input type="checkbox"/> Video projector	<input type="checkbox"/> Registration
<input type="checkbox"/> Lapel cordless	_____	<input type="checkbox"/> Screen _____	<input type="checkbox"/> Refreshment
Total Microphones needed	_____	Podium <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Supply
			<input type="checkbox"/> Head table
			<input type="checkbox"/> Internet Access

**\*Please note: Laptop computers are not provided.**

**Set Up**

- |  |   |
|--|---|
| <input type="checkbox"/> Theater style   | Option 1 – 300 chairs facing front            |
| <input type="checkbox"/> Classroom style | Option 2 – 28 tables/112 chairs               |
| <input type="checkbox"/> Classroom style | Option 3 – 32 tables/128 chairs               |
| <input type="checkbox"/> U shaped style  | Option 4 – 12 tables in U/47 chairs outside   |
| <input type="checkbox"/> Hearing style   | Option 5 – 3 head table/120 chairs – audience |
| <input type="checkbox"/> Square style    | Option 6 - 12 tables/48 chairs                |

## Additional Facilities Information

The user is responsible for incurred costs beyond operating costs and will accept all liability associated with their event or activity.

**The following are public areas:**

- Rotunda
- Cafeteria
- Office of Human Resources Reception Area
- Parking Lots
- Library Services

The undersigned has read and agrees to comply with these terms and conditions.

- Applicant is responsible for any expenses incurred for repair or replacement attributable to applicant's use of the facility.
- The Department of Labor and Industries shall be held harmless for any malfunction, injury, liability or property damage arising from applicant's use.
- Upon receipt of application a decision of approval or nonapproval will be made and the contact person will be notified.
- All participants will observe applicable regulations, rules, and policies.

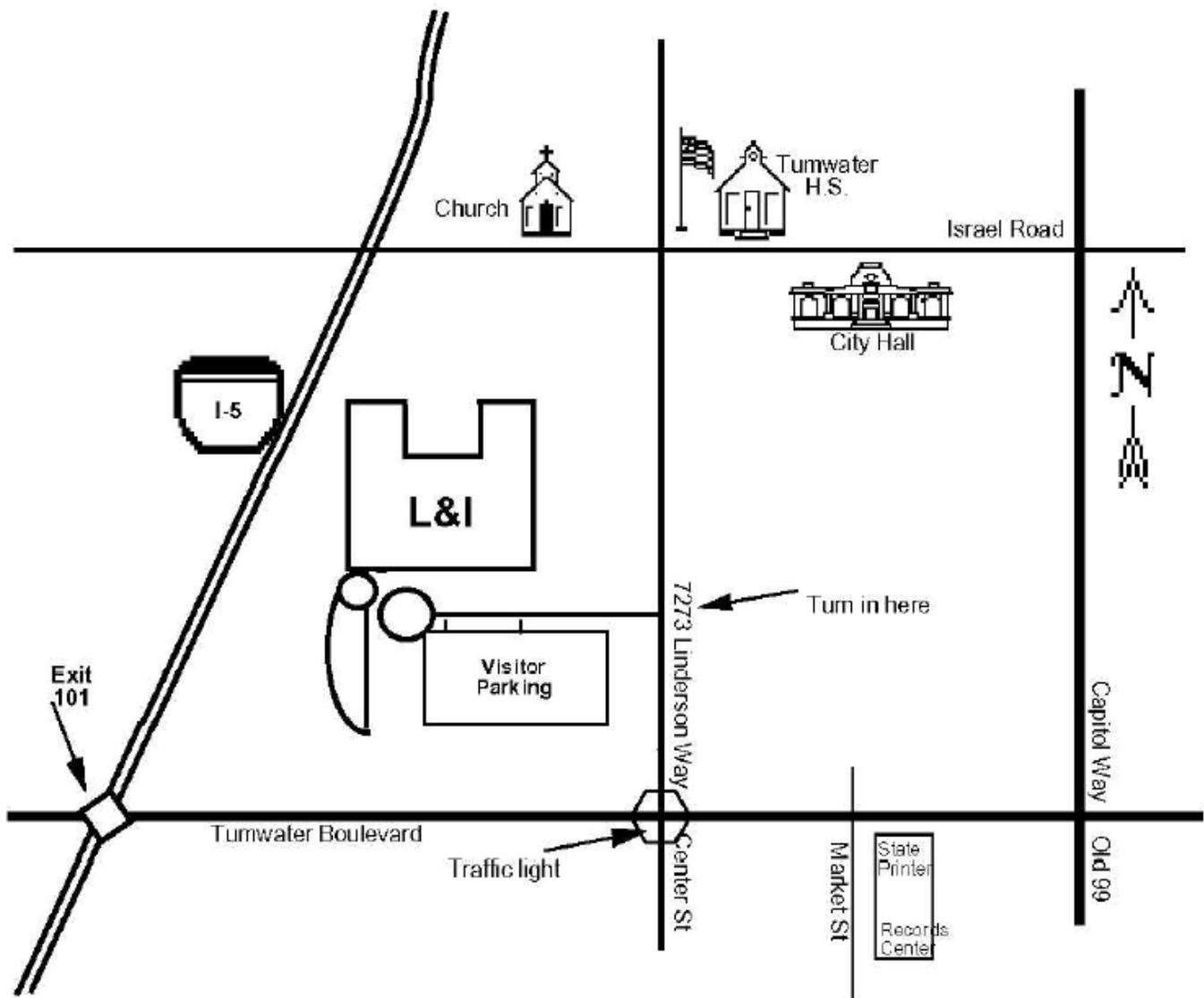
**NOTE:** If you want to request a schedule exception, You must attach a justification to this form. The Assistant Director for Administrative Services Must approve exceptions

**Complete and return.**  
**FAX to (360) 902-5805**  
**or mail to:**

Department of Labor and Industries  
 Facilities Services  
 PO Box 44837  
 Olympia WA 98504-4837

Signature of applicant	Date
Facility Use <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
<input type="checkbox"/> Schedule Exception Justification Attached <input type="checkbox"/> Early Access Justification Attached	
Assistant Director's Signature	Date
Schedule Exception	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Early Access	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved

## Directions to Labor & Industries @ 7273 Linderson Way SW



### Directions to Site:

L&I headquarters building is located on Linderson Way between Israel Road and Tumwater Boulevard in Tumwater.

South on I-5 to exit 101, Left over freeway, Left at light  
or  
South on Capitol Way, Right at Israel Road, Left at  
Linderson Way