

Paccar Environmental Technology Building Reservations

PLEASE READ CAREFULLY:

Guidelines to be agreed to the party responsible for the reservation, updated July 2021:

All reservations [must follow Voiland College of Engineering's Covid-19 Return to Work Policies](#), per the Washington State's Governor's Office and Washington State University Covid-19 Policies and Procedures.

An event coordinator must be named that will be responsible for the reservation. The coordinator must be in attendance for the event, and will be considered the party responsible for the reservation.

All persons must wear a mask and social distance 6' from others **if unvaccinated**. Proof of vaccination may be requested by the event coordinator who has the responsibility for oversight of the WSU facility during the reservation period (Paccar 202 and/or Paccar 200, including setup, event period, and breakdown of event). If proof of vaccination is not provided for any reason the participants must wear a mask and social distance. It is advised event coordinators have masks available to provide attendees that may not be able to provide proof of vaccination.

- PACCAR building hours are Monday – Friday 7:30 AM – 5:00 PM. Entry is via Cougar Card outside of building hours. For events outside of building hours we'll need the responsible party's WSU ID. The responsible party will be able to swipe in during times the building is locked.
- **The building can be unlocked during the time of the event outside of building hours (e-mail your request to Darlene: drussell@wsu.edu), with at least 4 business days advanced notice, however the responsible party will need to be present at all times during the reservation.**
- The responsible party will be considered responsible for the building and/or room's security and conditions during the reservation(s). If damages occur the responsible party and/or unit may be held liable for any costs to return the facility to its condition.
- The responsible party should ensure that no unauthorized persons are allowed into the facility outside of building hours.
- If furniture is rearranged or moved it is the responsible party's responsibility to ensure all items are returned to their appropriate position, in the same or better condition.
- In 202 specifically the tables connect together via magnets to provide power for the outlets and USB ports on the tables. If the tables are rearranged, please ensure the tables are separated carefully so the connectors are not damaged. The tables need to be returned to their functioning arrangement. If the table with the power plugs are not at the end, plugged into the floor, and all the tables connecting magnets are not reconnected, the tables will not have power.
- Please no food or drink in room 202. If food or drink will be in the vicinity please also reserve Paccar Towne Square, room 200, which can accommodate food and drink.
- If reserving Paccar Towne Square room 200 please note there are limited garbage/recycling receptacles, and garbage is only collected on a limited basis. To ensure occupants are able to utilize the available building waste receptacles all event trash needs to be removed. WSU recycling services can provide garbage/recycling receptacles for your event.

Paccar 202 Seminar Room Set Up

PACCAR 202 seats 48 as it is setup, however maximum occupancy is limited to 132. Occupancy is limited during Covid-19 depending on Washington State's Safe Start Phases: limited to 25 persons with 3' social distancing or 17 persons with 6' social distancing requirements. The room is configured in 4 rows of 12. Each desk has 2 electrical receptacles for charging laptops or other devices.

The responsibility party reserving the room needs to make the arrangements for room changes, and to provide the labor to help set up and break down the room, if changes are needed for the event. The responsible party can provide/perform the labor themselves, or hire Facilities Services Heavy Equipment.

Paccar 200 Towne Square Setup

PACCAR 200 seats 48 as it is setup, and has a maximum occupancy of 132. Occupancy is limited during Covid-19 depending on Washington State's Safe Start Phases: limited to 39 persons with 3' social distancing or 25 persons with 6' social distancing requirements.

- Food and drink may be provided, however:
 - A food/beverage plan needs to be coordinated with WSU Environmental Health & Safety prior to the event, to ensure all attendees safety during Covid-19. Contact Jason Sampson at 509-335-9564 or Shawn Ringo at 509-335-5251.
 - Fully vaccinated persons may only partake in food and beverages with other fully vaccinated persons.
 - Unvaccinated persons should be provided a safe area(s) to partake in food and beverages away from others allowing them to continue social distancing (i.e., eat and drink in alternate locations away from others, the safest location being outside). COVID infections have been linked to breakroom interactions and unvaccinated persons should maximize distancing and limit unmasked breakroom activities for their protection.
 - The responsible party will be considered responsible for the cleanup of the areas used for the event. This includes, but is not limited to, sweeping up floors, cleaning of spills, and the disinfection of surfaces. Cleaning supplies are located in the adjacent vending area, 200A.
 - If hosting food or beverages, please note there are limited garbage/recycling receptacles, and garbage is only collected on a limited basis. To ensure occupants are able to utilize the available building waste receptacles all event trash needs to be removed. WSU recycling services can provide garbage/recycling receptacles for your event.
- If furniture is rearranged or moved it is the responsible party's responsibility to ensure all items are returned to their appropriate position.
- The responsible party will be considered responsible for the building and/or room's security and conditions during the reservation(s). If damages occur the responsible party and/or unit may be held liable for any costs to return the facility to its condition.
- The responsibility party reserving the room needs to make the arrangements for room changes, and to provide the labor to help set up and break down the room, if changes are needed for the event. The responsible party can provide/perform the labor themselves, or hire Facilities Services Heavy Equipment.

Paccar 202 Technical Capabilities & Support

- The room has a podium, computer, projector, projection screen, in room sound speakers, video conferencing, room darkening blinds, whiteboard, and podium microphone
- AMS is the team to call for videoconferencing – a reservation has to be made in advance with AMS for a videoconference to be started – AMS can be requested to start and supports the videoconferencing call remotely
- Please note that due to budget cuts we have reorganized VCEA's IT support unit. They are no longer physically present in the Paccar building to help setup and support the large variety of events currently being scheduled within the building. If you believe you will need help for your reservation, please arrange IT support in advance.
- Currently we are having some technical difficulties in Paccar 202. The projector and control panel have not been responding appropriately, which has made changes of configurations challenging for presenters in the room. While we are working on a solution we do not have a timeline. We recommend having someone from your IT to help, if technology is needed for your event.

PACCAR 202 and 200 reservation process has changed and we are no longer using it as a general event space, the majority of events that are not directly VCEA sponsored will be declined.

The Paccar Environmental Technology Building can only be used for research activities.

We cannot use the building for any purpose other than research.

There can be no teaching activities or classes scheduled in the building – this includes graduate seminars that have a course number.

All events must be research related.

If a group outside of VCEA wishes to use Paccar space(s), they must have a Paccar faculty, or the Dean's office sponsor the event, and it must be for research purposes only.