



## **WV Training and Conference Center**

### **Policies and Guidelines**

The West Virginia Training and Conference Center (WVTCC) is committed to providing an outstanding experience for all our guests. We have developed the following policies and guidelines to ensure the safety, comfort, and enjoyment of all who visit and use the facility. We appreciate your careful review of this information and greatly appreciate your compliance during your time with us. If you have questions, please contact Kimberly Bradley at (681) 340-9426 or [Kimberly.J.Bradley@wv.gov](mailto:Kimberly.J.Bradley@wv.gov).

#### **Accidents**

Please immediately report any accident or rendering of first aid services to Kimberly Bradley at (681) 340-9426 or any member of the WVTCC team during your event.

#### **Adhesives**

To maintain the excellent condition of our facility the WVTCC asks that all meeting planners, exhibitors, or their contract representative(s) remove any carpet, tape, and/or residue marks on the floor. You will be billed for any costs incurred due to removal or adhesives from carpets, walls, and/or floors. No pins, tacks, or adhesives of any kind are permitted on windows, doors, walls, or floors without prior approval of the facility manager in advance of your event start date. We request that you utilize painter's tape which is non-damaging. Absolutely do not use duct tape, double-sided foam tape, packaging tape, or tacky.

#### **American with Disabilities Act (ADA)**

The Americans with Disabilities Act (ADA) mandated federally enforceable standards that seek to address and eliminate the discrimination of individuals with disabilities. According to the spirit and intent of ADA, we believe that the WVTCC is a highly accessible facility.

As a public assembly facility, the WVTCC is responsible for permanent building access accommodation including, but not limited to, wheelchair ramps, door width standards, and restroom accessibility. You are responsible for making sure that all exhibits, displays, meeting room layouts, paths of travel, etc. will be accessible to those with disabilities attending your event. You will not be required to make any structural changes to the facility; however, you will be responsible for non-permanent accessibility requirements including, but not limited to, auxiliary aids for the visually, hearing and mobility impaired.

Facility staff will assist you in identifying local vendors of auxiliary aids and services such as wheelchairs and signers, however, the meeting planner is ultimately responsible for the identification and contracting of the aides or service providers.



If you do not arrange for a reasonably requested temporary aide or service, the WVTCC reserves the right, but not the obligation, to provide or arrange such services as deemed necessary. It will be the responsibility of the meeting planner to reimburse the facility the cost associated in doing so.

### **Animals**

Trained guide dogs or service animals are permitted in the facility. The Americans with Disabilities Act (ADA) defines a service animal as any dog, such as a guide dog or signal dog, that is individually trained to do work or perform tasks for the benefit of an individual with a disability. This includes psychiatric service animals that are individually trained to provide service to individuals with psychiatric or neurological disabilities, such as preventing or interrupting impulsive or destructive behaviors. Such animals must be harnessed, leashed, or always tethered, unless special circumstances exist, and will be required to rest inside the seating area of the individual with a disability, rather than in an aisleway.

### **Children**

For safety reasons, no individual who is under the age of 16 and is not affiliated with the host organization is permitted in the conference center, classrooms, labs, or hallways during move-in or move-out. Children under the age of 16 are required to be supervised in any part of the facility by an adult.

### **Cleaning**

The WVTCC provides the general cleaning of the contracted spaces, as well as common public areas (i.e. hallways, lobbies, restrooms) during the course of your event. The event planner and their staff are responsible for the breakdown of crates, large skids, abandoned exhibits, or other debris too large or too heavy for removal by normal means. At the conclusion of the move-out period, the event planner is expected to return the leased space "essentially empty and clean."

All materials are to be removed from the premises and/or placed in trash containers provided by WVTCC.

All equipment not belonging to WVTCC is removed from the facility.

All wooden crates, pallets, skids, etc. are removed from the building.

All tape or other marking methods used are removed from the floors and properly cleaned of residue.

All hazardous materials, which cannot be legally disposed of in a landfill, are to be properly packaged and removed from the premises at your expense.

If the aforementioned have not been met or if your event produces excessive amounts of trash, a cleaning fee will be charged at the prevailing rates.

### **Damages**

The WVTCC understands that there will be "wear and tear" on the building as events take place. However, the cost to repair or replace any damaged beyond what is considered reasonable by the WVTCC management will be the responsibility of the event planner and their insurance carrier.



To minimize the chances of such damage, the following basic guidelines have been established:

Metal wheeled cart or pallet jacks are not permitted on stone floors in the lobbies and hallways.

Bicycles and personal transporters, i.e., Segways, skateboards, hoverboards, etc. are prohibited in the facility.

Event planners are not to permit the distribution of stickers, decals, or similar items with adhesive backing in the facility.

Event planners are not permitted to hang decorations of any kind from the ceiling grid or from above the acoustic tile. If the facility manager permits from time to time to permit a specific decoration to be hung the work must be performed by facility personnel at additional expense to the planner.

The following items are not permitted in the facility unless approved the facility manager (cleaning fees may apply);

Canned string/silly string or similar products

Glitter or confetti

Silly putty or chewing gum

Only WVTCC may move plants, lobby furniture, or other WVTCC equipment in public areas.

Sand, mulch, gravel, and other loose material may not be brought into the facility without prior approval from the facility manager.

Brick, stone, or similar material may not be brought into the facility unless approved by the facility manager. Under no circumstances will these materials be cut inside the facility.

Holes of no kind may be drilled, cored, or punched within the facility.

Staples may not be used on tables or chairs.

Painting or applying any covering to the walls, ceilings, floors, or other areas facility or furnishings and fixtures is not permitted.

Spray painting, touch-up painting, or the use of cleaning materials (i.e., Armor All) on equipment is not permitted anywhere in the facility.

Drains are intended for water and sanitary waste only. Dumping of paints, food, or chemical waste into sinks, toilets, or other drains is strictly prohibited.

Motorized vehicles are not permitted in permanent carpeted areas of the WVTCC without the approval of the facility manager. You will receive approval if required covering (plywood, polyethylene, carpet) is used to protect the carpeting in the area. If motorized vehicles are displayed inside the facility, the vehicle must have a locked gas cap, disconnected battery, and no more than a quarter tank of fuel.

### **Emergency Assembly Areas**



Should it become necessary for the facility to be evacuated, employees and event attendees should be directed to go to designated areas in the parking lots. Signage is posted in these “Emergency Assembly Area.” By reporting to these areas, a determination may be made that all persons have removed themselves from the facility.

### **Event Personnel Identification**

WVTCC asks that all event personnel wear identification when on WVTCC property.

### **Event Requirements and Staffing**

The WVTCC facility manager will discuss staffing requirements with the event planner in advance and determine the responsibilities and timing of such staffing. Also, a determination will be made on which group will provide such service. In every case, the provision of any security service will be made only through WVTCC facility management at the expense of the event planner.

### **Fire Code Rules and Regulations**

The safety of event attendees is of utmost importance for every event.

The WVTCC is a smoke-free facility.

Fire lanes in and around the facility must remain clear and unobstructed.

All empty cases, cartons, crates must be removed from hallways.

### **Firearms**

State Law prohibits weapons on state property. No one may carry, either open or concealed unless authorized by law.

### **Exits**

All exit doors and aisles must be kept clear and unobstructed.

Directional and exit signs must be visible and functional from all areas.

### **Hours**

Regular business hours are 8 a.m. to 4 p.m., Monday through Friday. Events may start or exceed regular business hours and can be discussed during your event planning session with the manager. Events that exceed 8 hours may be subject to additional fees. Furthermore, any events requested for holidays, evenings, and weekends will be determined on a case-by-case basis.

### **Seating**

All seating arrangements of events must be in accordance with NFPA101 of the Life Safety Code.

Any special arrangement must be approved by the facility manager.

### **Decorations**



All decorations including, but not limited to, drapes, curtains, table coverings, skirts, carpet, signs, banners, acoustical materials, plastic cloth fabric, linen, and similar decorative materials must be rendered flame retardant. Proof of satisfactory flame-retardant treatment is required.

Fire protection and emergency equipment must be accessible and visible. Portable fire extinguishers pull stations, standpipes, strobe lights, and AEDs may not be hidden or obstructed.

Tents or similar covers must be approved by the facility manager. They may not impair the effectiveness of the sprinkler system. Any "roofed" areas in the facility require a portable fire extinguisher.

### **Food Services**

Outside food and beverages are not permitted to be brought into the WVTCC. Wellington's Café and Catering is an approved source of food services. The WVTCC is presently constructing full-service kitchen facilities with expected completion in Fall 2022. After the kitchen is completed, all food and beverages will be provided in-house.

Weddings are permitted to provide wedding cakes and favors.

### **Gases**

Propane gas tanks are not permitted inside the facility.

Compressed air or gas cylinders (non-flammable) used for inflation must be properly secured to prevent toppling.

Open flame devices are prohibited. Open flame devices, such as candles require approval from the facility manager in advance. In all cases, open flames are not permitted unless the flame is protected within a glass globe higher than the flame.

### **Cooking and Warming Equipment**

Any type of cooking or warming equipment must be approved by the facility manager 30 days prior to the event.

Any appliance must be listed by a nationally recognized testing laboratory (U.L and/or F.M.) for their use. The appliance should be isolated from the public by at least four feet or be separated by a barrier from the public.

Appliances should be limited to 288 square inches of cooking surface area.

Appliances must be placed on the non-combustible surface material. Additional restrictions may be required in carpeted areas.

A Class K fire extinguisher is required for any cooking within the facility.

### **Decorum**

Loud or profane language and disorderly conduct are not permitted at any time.



The possession of outside alcoholic beverages, beer, and illegal drugs is strictly prohibited.

Defacing, damaging, or altering any piece of property or equipment at the WVTCC is prohibited and individuals who choose to alter WVTCC property are subject to sufficient charges.

#### **Drones**

The facility management must approve the use of drones on a case-by-case basis anywhere on the property. Advance request for this purpose requires 14 days written request.

#### **Freight/Shipping & Receiving**

Freight deliveries for an event by the commercial carrier may not arrive more than 48 hours prior to the event. Freight arriving prior to the 48-hour load-in window will not be accepted. Please notify the facility representative if you are planning to ship items directly to the facility. Unloading some skids and pallets requires a forklift and operator and advance arrangements are necessary.

The WVTCC is not responsible for any lost or misplaced freight.

The event planner is responsible for moving outgoing freight to an area determined by facility management. The event planner is to label all cartons and boxes with bills of lading. The event planner is to also contact the commercial carrier (including Fedex or UPS) to arrange pickup.

Forklifts and pallet jacks are available for rental at the facility. In every case, the use of a forklift or pallet jack requires an operator provided by the facility at additional cost to the event planner.

Any article or equipment remaining at the WVTCC past the expiration date of the contract may be considered abandoned and may be disposed of by WVTCC at the event planners' expense. WVTCC is not liable for any damages or loss of such goods, wares, merchandise, or property that may be sustained by reason of such removal.

Meeting planners may on a case-by-case basis be permitted to deliver boxes and meeting materials a day in advance of the meeting. In these cases, the delivery is to be made in a personal vehicle or company vehicle during regular business hours. The meeting planner is to provide the labor necessary to move these materials.

#### **Gratuities**

While we appreciate your gratitude for our services, the WVTCC does not allow its employees to accept gifts, gratuities, or favors from parties doing business with the facility.

#### **Insurance**

In cases when the WVTCC requires a certificate of Insurance, the document shall be submitted prior to the event and received with a signed contract. The WVTCC does not obtain insurance coverage for tenants.

Please check item # on the rental contract to address any further insurance requirements.



### **Pandemic**

The WVTCC shall follow the recommendations of the Centers for Disease Control, the Boone County Health Department, and directives from the Governor and State Health Officials in cases of health emergencies.

These measures may require that employees and attendees wear masks, socially distance, and go through a screening process for entry into the facility which may require a temperature check. WVTCC will provide hand sanitizer in multiple locations. Room setups will conform to social distancing.

### **Parking**

Parking is available in the designated paved area in front of the facility. Parking in service and delivery areas may not be used by planners and attendees unless permitted by facility management. Vehicles are not to remain on-premises overnight as lot fences are locked.

### **Payment**

Please make all checks payable to the WV Office of Miners' Health, Safety, and Training and submit payment to Development Office, Attn: Tom McClure, 1900 Kanawha Blvd. East, Building 3, Suite 800, Charleston, WV, 25305, or call the WV Center with your credit card information at (304) 369-7823.

### **Period of Use**

The customer's period of use of the facilities (dates, times, and space) is limited to what is outlined on the contract or Banquet Event Order (BEO). Customers seeking to adjust times for facility use may contact the facility manager to review availability and rates.

### **Reservations**

Requests and inquiries to use the facility may be made to the manager or cohort. All event planners are invited to view the facility and space to determine event needs. WVTCC staff may provide an event planning worksheet and this document that outlines policies and procedures. Event planners may be required to provide additional documentation i.e., insurance policies, W-4 form, etc. with their completed contract in addition to a deposit.

### **Security**

The final decision determining whether security personnel will be required for an activity will be made by the facility manager. Security personnel will be required at any event where alcoholic beverages will be served. Any security personnel required for an event will be arranged only by facility management and at additional cost to the event planner.

The WVTCC has many surveillance cameras on the interior and exterior of the facility. Attendees and event planners will not have access to recordings of the cameras without a court order.

Please do not prop doors open or remove any automatic closing device, panic hardware, or mullion from any door of the facility.



For the safety of you, your staff, and guests, only employees of WVTCC are authorized to operate portable walls and garage-type doors, turn on or off lights, or lock and unlock doors. To provide the best service, WVTCC employees will be given free access to the entire building including your rental space to perform their duties.

### **Signage, Banners & Decorations**

Signs, banners, and decorations may not be affixed to the facility or suspended from any surfaces in the facility without prior review and approval by the facility management. All items should be free-standing and may not obstruct fire exits or doors, exit lights, fire alarm pull boxes, fire extinguishers, AEDs, or facility artwork or signage. Suspension points do not include light fixtures, sprinkler heads, conduits, HVAC ducts, etc.

No pins, tacks, or adhesives of any sort are permitted on windows, doors, walls, or floors without prior approval of the facility manager prior to move-in of the event.

No signs may be placed on the exterior of the building or fences without the approval of the facility manager two weeks in advance of the event. Such approval will be based on sign dimensions and location.

### **Sharing the Facility**

The WVTCC is pleased to offer the entire facility for contracted use. However, unless your contract covers the entire building, there may be other events taking place at the same time elsewhere in the building. Please remember that lobby areas and hallways may be available for you based on your contracted space, but we ask that, as public areas, they remain open for egress. Amplified sound/Music is not permitted in hallways as it may be disruptive to another event.

### **Smoking**

The WVTCC is a smoke-free building. Smoking inside the building or within 25 feet of any entrance is strictly prohibited. Designated smoking areas are available in compliant areas. Event planners are asked to help enforce non-smoking by their attendees and guests in prohibited areas.

### **Soliciting**

Outside soliciting is not permitted. Raffles, collections, and free offerings must be approved by the facility manager. These types of solicitations must have a direct relationship with the organization or event.

### **Vehicles**

Vehicles shall not be placed in fire lanes or block any exits or garage doors.

Vehicles displayed inside the facility shall have not more than ¼ tank of fuel. Motorcycles or ATVs shall have not more than 1/5th tank of fuel.

Fuel caps must be taped or fitted with a locking cap.





Battery cables are to be disconnected while in the facility. For electric/hybrid vehicles, the master switch located near the hybrid battery needs to be switched off.

Combustible materials must not be stored beneath display vehicles. All space beneath vehicles must be clear and visible.

Any vehicle parked inside the facility must leave keys with facility management in addition to the operator's name and emergency telephone number.

No cleaning and polishing materials shall be utilized on vehicles and equipment inside the facility. These include items comparable to tire black or shine or Armor All. The facility contractor will be responsible for any damages to floors and carpet resulting from the use of these items.