



Holidays at the Plaza



There are many events at the Portland Plaza during the winter holidays, both for all residents and with private parties. This is a reminder of key points so the holidays go smoothly.

- **Door Decorations.** Residents may place holiday decorations on their hallway doors between November 22nd and January 6th.
- **Christmas Trees.** If you are bringing in or removing a Christmas tree, please use elevator one and wrap your tree in the blue traps that are provided just above the loading dock on level P-1. The security officer can obtain the elevator for you.
- **Plaza Holiday Party.** There will be a holiday party for all residents and staff in the Terrace Room on December 13th at 5PM. Sign up at the front desk to volunteer or bring goodies.
- **Plaza Holiday Tree.** There will be a chance for residents to join in decorating the holiday tree in the lobby on December 6th at 7:00 PM.
- **Going Away.** If you are going to be away for several days, please let the front desk know when you will be gone. If there is a problem, it helps security staff to know which units are occupied.
- **Providing Guest Parking.** Guest parking is always a need in the building. If you are going away by car, please let the front desk know if your space is available for use by guests or contractors.
- **Guests in the Plaza.** Please remember that you are responsible for your guests in the building. If you are having a party, please ensure that your guests do not disturb others as they arrive and depart.
- **Using the Terrace Room.** If you plan to use the Terrace Room for a party, your reservation is only confirmed once you have paid the \$35 reservation fee and the \$200 cleaning and damage deposit. You will also need to provide the building manager proof that you have at least \$300,000 in liability insurance. You are responsible for hosting your guest from the front door to the Terrace Room. See the front desk staff for the reservation forms.
- **Packages.** The front desk staff will sign for packages that are delivered, but it is up to you to pick them up when you are notified. Many packages arrive during the holidays, so it is important that you pick them up quickly so that they do not accumulate in the mail room or card room. The front desk staff will return packages not claimed after five days.
- **Please remember the Portland Plaza is a smoke-free building.** Residents and guests should use the ashtrays located outside the Terrace Room.
- **There are a limited number of carts available on both garage levels, please return them as soon as you are done unloading your items so they may be used by other residents.**



Happy Holidays!!!