The undersigned and stevedore service accept responsibility for damage and general cleanliness of the port office space during the rental period. As stated by the Port of Beaumont Tariff, the office rental rate is \$120.00 per day or any fraction thereof based on vessel working times.

Monday - Friday, submit completed form to Operations for approval. After hours and on weekends, submit form to Security for approval.

User Information

Name of Stevedore Representative:

Cell Phone:

Stevedore Company:

Office Phone:

Vessel Name:

User Guidelines

- Microwave/toaster ovens, cooktops/hotplates, mini-refrigerators, and coffee/hot water makers of any kind are prohibited inside the rental office.
- Cooking, heating up of food and/or food storage of any kind is prohibited inside the rental office.
- No use of tobacco products, including cigarettes, pipes, smokeless tobacco, e-cigarettes, or vaping, is allowed inside the rental office.
- Ensure the lights, heater, or air conditioner are turned off at the end of each workday.
- Ensure the rental office is kept clean and orderly.
- The Stevedore will be billed for any damages and/or excessive cleaning, including the removal of smoke odor from the rental office.
- Ensure the office door is locked when the rental office is not attended.
- To avoid additional daily charges, please immediately notify the Operations and Security departments (via discussion or email) of the date/time when the rental agreement ends.
- Upon conclusion of the rental term, Stevedore representatives will be required to remove all paperwork, personnel items, and office supplies from the rental space.
- Infringement to these guidelines shall result in immediate rental termination and future use of office rental space.

User signature:				Date:	
Rental Office: (Circle Location)	HI Shed C	HI Shed A	CSW	Lot 3 MS1	Other:
	/				
Office keycode issued to:	(Print / Sign)				On this date:
Duration of Rental:			to		
(Time / Month / Day	(Year)		(Time / Mo	onth / Day / Year)
	/				
Representative terminating office rental (Print / Sign)					On this date:

SECURITY OFFICE

Renter: Please bring a copy of this form to the Security Office to receive the rental space key code.

The undersigned and stevedore service accept responsibility for damage and general cleanliness of the port office space during the rental period. As stated by the Port of Beaumont Tariff, the office rental rate is \$120.00 per day or any fraction thereof based on vessel working times.

User Information				
Name of Stevedore Representative:				
Stevedore Company:				
Vessel Name:				
Rental Office: (Circle Location) HI Shed C HI Shed A	CSW I	ot 3 MS1 Other:	_	
Duration of Rental:	1: Dianitrine a	(Time / Monte / Day / Year)	_	
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User signature:		Date:		
Renter: Please bring a copy of this form to the Securit	y Office to recei	ve the rental space key code.		
SECURITY OF	FICE —		_	
Office keycode issued to: (Print / Sign)		On this date:	_	
		On this date:	_	
Representative terminating office rental (Print / Sign)		On uns date.		
Rental office keycode changed by:		On this date:	-	