

ROOMS

	SUNDAY - THURSDAY [☾]	FRIDAY - SATURDAY [☾]
Meeting Room	\$35.00 per hour	\$40.00 per hour
1/2 Lab (Loon or Lichen)	\$45.00 per hour	\$55.00 per hour
Auditorium	\$100.00 per hour	\$125.00 per hour

DEPOSITS - *Applies to Private Events Only*

Room Security Deposit	25% of rental fee
Room Damage Deposit	\$350.00 refundable
AV Damage Deposit	\$100.00 refundable

ADDITIONAL FEES

Off-hours★	\$50.00 per hour
Damage Fee	\$50.00 per hour + materials

DISCOUNTS

Multi-room	10% off rooms
501(c)3 & Government	75% off rooms
Mission Related 501(c)3 [•]	rate sheet available upon request

We accept checks, Visa, Mastercard, and Discover. No cash. Checks payable to City of Seattle.

WHEN DISCOUNTS APPLY

- ▶ The 501(c)3 and government discounted rate applies only for events officially sponsored by your organization. This does not include activities such as retirement parties or other social events, unless they are during work hours and paid for from agency funds.

SECURITY DEPOSIT

- ▶ This, along with your rental agreement, holds your rental date. It is a non-refundable deposit applied to your rental fee. For example, if your rental fee is \$800.00, you would need to pay a \$200.00 security deposit to secure your date. Your remaining rental fee after payment of the deposit is \$600.00.

DAMAGE AND AV EQUIPMENT

- ▶ The room and AV damage deposits and final rental payment are due one month before the rental. The room and AV damage deposits are fully refundable, unless damage is found or late fees are incurred. Damage will be assessed at \$50 per hour plus materials. You may be charged in excess of \$450.00 if conditions warrant.

- All rentals must end by dusk. ★ This fee only applies to 501(c)3 and government organizations.
- Organization must have a mission related to education, cultural history, or the environment.