

### ROOMS

	SUNDAY - THURSDAY <sup>☾</sup>	FRIDAY - SATURDAY <sup>☾</sup>
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*

Security Deposit	25% of rental fee
Damage Deposit	\$750.00 refundable
AV Equipment Deposit	\$250.00 refundable

### ADDITIONAL FEES

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

### DISCOUNTS

Multit-Room	10% off rooms
501(c)3 & Government	75% off rooms
Mission Related 501(c)3 <sup>•</sup>	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 non-refundable. Your security deposit is applied to your rental fee. For example, if your rental fee was \$800.00, you would need to pay the \$200.00 security deposit to secure your date. Your remaining rental fee is \$600.00.

### DAMAGE AND AV EQUIPMENT DEPOSIT

- ▶ The damage deposit and remaining rental fee is due two weeks before the rental. The damage deposit is fully refundable, unless there is a problem. Damage will be assessed at \$50 per hour and materials. You may be charged in excess of \$750.00 if conditions warrant.

<sup>☾</sup> The event must end by dusk.    ★ This fee only applies to 501(c)3 and government organizations.

<sup>•</sup> Organization must have a mission related to education, cultural history, or the environment.