

Cost Estimate Worksheet for Facility Use at WSU Mount Vernon NWREC

Business hours are Monday to Friday, 8:00 am to 5:00 pm.

***All users will be charged a \$50 custodial fee if more than 75 people are expected or attend the event.**

User	Room rental charges	Security charges	AV Fees	Kitchen fees	Furniture reconfiguration fees
All users during business hours	Rental rates (below) apply if a registration fee is charged. + \$50 daily fee* if > 75 people.	N/A as per facility use policy	\$10	\$10	\$37 per hour, one hour minimum. Desired configuration must be submitted with the reservation request form.
During non-Business hours:					
Current WSU programs	Rental rates for half-day: \$25 west \$50 east \$75 east + west + \$50 daily fee* if > 75 people.	<u>Authorized current WSU personnel must be present at all times.</u> <u>If none is available, security may be arranged at \$56 per hour.</u>	\$10	\$10	If changes are desired during non-business hours, special arrangements can be made on a case-by-case situation. Charges will apply at \$56. Desired configuration must be submitted with the reservation request form.
Non-current WSU or Non-WSU programs	Rental rates for half-day: \$25 west \$50 east \$75 east + west + \$50 daily fee* if > 75 people.	During all non-business hours, a security fee of \$56 per hour will be charged.	\$10	\$10	If changes are desired during non-business hours, special arrangements can be made on a case-by-case situation. Charges will apply at \$56. Desired configuration must be submitted with the reservation request form.

Actual costs incurred by WSU for cleaning, or for repair or replacement due to misuse, will be charged to the user.