



## Room Rental Application

3525 East A Street | Pasco, WA 99301 | (509) 380-0963

*The Collegium Café provides a space for meeting and events in a quiet and friendly atmosphere and offers internet access, café services and catering by request. All reservations need to be made at least 7 days prior to the event. (Subject to availability)*

APPLICANT INFORMATION		
Name:	Today's Date:	
E-mail address:	Phone:	
Address:		
City:	State:	ZIP Code:

RESERVATION DETAILS		
Type of Event:	Number of Guests:	
Date of Event: <i>A minimum of 4 hours required for weekend events.</i>	Start Time:	End Time:
Will you be ordering food from our café?	If so, please refer to our catering menu.	
Will you be needing a projector or the TV cart? (Additional \$25 charge)		
<i>Please provide information on the room orientation of your event (i.e.: Tables and chairs; chairs set up in a circle; rows of chairs facing the projector screen; tables set up along the perimeter of the room for food; etc.):</i>		

ROOM PRICES (PER HOUR)	
<input type="radio"/> Multi-Purpose Room (seats up to 50) -----	\$60.00 (per hour) <i>plus tax</i>
<input type="radio"/> Boardroom (meetings only) (seats 10) -----	\$45.00 (per hour) <i>plus tax</i>
<i>Event coordinator fee (\$20.00) is added to every weekend rental for a staff member to come unlock and lock the facility. Weekend room rentals require a minimum of 4 hours.</i>	
<b>Total Hours:</b>	<b>Total Cost:</b>

DEPOSIT
<i>A \$150.00 deposit is required to hold the room reservation. You will be reimbursed in full 5-7 business days as long as there are no damages to the facility. Any damages that occur during the rental, to the facility or furniture, the amount will be deducted from the deposit. If the deposit does not cover all damages, there will be additional charges.</i>

**PACKAGES**

Complimentary "Purpose" package includes Pitcher of water, bowl of mints, pens, and notepads for MEETINGS ONLY.

**OPTIONAL PACKAGES**

<p>○ <b><u>Love</u></b></p> <p><i>This package accommodates from 6-12 guests and includes:</i></p> <ul style="list-style-type: none"> <li>▪ (1) Dozen cookies</li> <li>▪ Pitcher of Water</li> <li>▪ Craft of Coffee (12 serv.)</li> </ul> <p><b>PRICE: \$40.00</b></p>	<p>○ <b><u>Compassion</u></b></p> <p><i>This package accommodates from 12-20 guests. This package includes:</i></p> <ul style="list-style-type: none"> <li>▪ (2) Loaves of zucchini Bread</li> <li>▪ Pitcher of Water</li> <li>▪ Black Iced Tea</li> <li>▪ Craft of Coffee (12 serv.)</li> </ul> <p><b>PRICE: \$50.00</b></p>	<p>○ <b><u>Community</u></b></p> <p><i>This package accommodates up to 50 guests. A minimum of 20 guests required. This package includes:</i></p> <ul style="list-style-type: none"> <li>▪ (2) Dozen cookies</li> <li>▪ Veggie &amp; Fruit Platter</li> <li>▪ Pitcher of Water</li> <li>▪ Black Iced Tea</li> <li>▪ (2) Craft of Coffee (12 serv.)</li> </ul> <p><b>PRICE: \$100.00 / 20 guests</b> (\$5 for every 1 additional guest after 20)</p>
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Purpose (Meetings only).....	\$ 0.00	_____	
Love.....	\$ 40.00	_____	
Compassion.....	\$ 50.00	_____	
Community .....	\$100.00	_____	
Additional guest.....	_____ x \$5.00	_____	
	<b>TOTAL:</b>	_____	

**CANCELLATIONS**

You need to **notify the Café Supervisor 7 business days in advance** before the event is cancelled. Initial: \_\_\_\_\_  
 A cancelation without a week's notice will **forfeit 50% of your deposit.**

**FACILITY USE RULES**

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|--|----------------|
| <ul style="list-style-type: none"> <li>a) Absolutely NO ALCOHOL inside the building, the parking lot, or anywhere on the premises.</li> <li>b) No smoking inside the building (including entryways and bathrooms) or within 20 feet radius of building.</li> <li>c) No staples or industrial strength tape on walls, ceilings, floors, tiles, etc.</li> <li>d) Fire exits and main entrances will not be blocked at any time.</li> <li>e) Staff will not be held liable for stolen/lost articles, damage to vehicles, items stolen from vehicles, or any personal injuries that may occur during your rental.</li> <li>f) The furniture (tables, chairs, etc.) are not allowed to be used outside the facility.</li> <li>g) As a sanitation bucket and rags are provided, guests are required to wipe down tables and chairs and counter spaces after the event.</li> <li>h) Trash receptacles are located behind the Collegium building and guest should take out the trash after their event.</li> </ul> | Initial: _____ |
|--|----------------|

**WEEKEND EVENTS**

- |   |                |
|---|----------------|
| <ul style="list-style-type: none"> <li>a) Café Staff is responsible to inform guests of the rules and regulations of this contract.</li> <li>b) All trash accumulated will be bagged and taken to the dumpster prior to leaving the building.</li> <li>c) Music should be played at a moderate volume and cease at 10:00pm</li> <li>d) Staff reserves the right to stop any event as a result of disruptive behavior.</li> <li>e) Staff will unlock the facilities 15 minutes before event start time and lock up the facilities 30 minutes after the event. If staff must wait for the guests, an additional fee will be charged to the guest. For any additional hour after the specified end time will the guest be charged toward their deposit.</li> </ul> | Initial: _____ |
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## ACKNOWLEDGEMENT

***I understand and agree to the guidelines on this form. I take full responsibility for any and all damages that may result from use of the facility which shall include but is not limited to extra custodial charges and possible repair costs. I also agree that if alcohol is brought into the facility or used in the parking lot, the event will be immediately shut down and the money (deposit and rental) will be forfeited. I understand that a Café staff can/will check in on the event at any time to ensure compliance.***

Signature

Date:

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### COLLEGIUM STAFF ONLY:

Custodian informed of event: (date) \_\_\_\_/\_\_\_\_

Event building staff: (name) \_\_\_\_\_ cell: \_\_\_\_\_

#### Building staff checklist:

- Before Event
  - Ensure that the thermostat is set to 70 degrees before the start of the event.
  - Provide a thorough walk-through of the facilities
  - Review the contract (Facility rules and weekend rules) with guest
  - Ensure that brooms, sanitization bucket, clean rags, and trash bags are given to guest
  - Inform the guest about the trash receptacles outside
- After Event
  - Inspect facilities and record any damage or items of concern
  - Ensure trash is taken out and, if rented out, tables and chairs should be cleaned
  - Ensure that thermostat is set to 75 degrees
  - Ensure all doors are locked and set alarm