

FEE STRUCTURE

BUILDING RENTAL FEES	Business Hours (Mon – Sat, 9 a.m. – 5 p.m.)	After Hours (Sun; Mon – Fri 5 – 9 p.m.)
Conference Room <ul style="list-style-type: none"> • 304 ft² • Occupancy: 12-15 persons • Sink 	\$20/hr	\$45/hr
Meeting Room <ul style="list-style-type: none"> • 1118 ft² • Occupancy: ~90 persons (auditorium style) • Projector, screen, DVD, speakers, microphone, internet 	\$50/hr	\$75/hr
Classroom <ul style="list-style-type: none"> • 988 ft² • Occupancy: ~60 persons • Two sinks 	\$50/hr	\$75/hr
Full Lower Level <ul style="list-style-type: none"> • ~ 1912 ft² of additional space for exhibits, etc. 	\$75/hr	\$100/hr

* Daily/Weekly rates available upon request.

COPY FEES

If copies are made for an individual or group using Cascade Meadow they will be charged

Black-and-White: \$.10/sheet

Color: \$.30/sheet

CLEANING FEES

A cleaning fee will be charged to all groups using Cascade Meadow as follows:

\$25.00 fee for groups not serving food

\$50.00 fee for groups serving food

COFFEE FEES

Fair trade coffee will be provided at \$7.50/pot (approximately 8 cups/pot; includes cups, sugar, creamer).

BUILDING USE RULES AND REGULATIONS

1. Organization using building will not include persons under 18 years of age unless chaperoned at all times.
2. Area of use is limited to the facilities requested. The upstairs exhibit hall is available to building users.
3. The organization or person responsible will reimburse Cascade Meadow for any damages to the building or equipment.
4. Liquor is not allowed unless special approval is obtained from the Executive Director. If liquor is served it must be done by a provider that has the appropriate type of liquor license.
5. No smoking is allowed on the Cascade Meadow Campus at any time.
6. Only service dogs are allowed on the Cascade Meadow Campus.
7. Cascade Meadow will not be held responsible for any articles lost, stolen or any personal injury.
8. Organization agrees to hold harmless from any and all liability, claims, costs and expenses whatsoever arising out of or related to any loss, damage, or injury, that may be sustained in the use of the Cascade Meadow building.

FOR OFFICE USE ONLY

Date Received:

Date Approved:

Date Invoiced:

Date Payment Received: