



Delivering Collaborative Solutions
that Promote Learning

Room Use Agreement

Educational Service District 123 - 3918 West Court St. Pasco, WA 99301

Phone: 509.547.8441 Fax: 509.544.5795

www.esd123.org

Hours of Operation: Mon - Fri 8am - 5pm

Name: _____
 Agency: _____ Date Submitted: _____
 Address: _____ City, St, Zip _____
 Telephone Number: _____
 Date(s) & Time Room Needed: _____
 Number of People Expected: _____ Room Reserved: _____
 Purpose of Meeting: _____ (ESD STAFF USE ONLY)

Room	Capacity	Room Charges		<i>Please note:</i>	
<input type="checkbox"/> Blue Mountain Room	100 - 150	Less than 4 hrs	\$100.00	<i>◇Deposit will not be refunded if the room has not been left in original condition, additional charges may apply depending on condition upon leaving.</i>	
		More than 4 hrs	\$200.00		
<input type="checkbox"/> Charbonneau Room	10 - 12	Less than 4 hrs	\$ 50.00		
		More than 4 hrs	\$100.00		
<input type="checkbox"/> Grand Ronde Room	10 - 16	Less than 4 hrs	\$ 50.00		<i>◇You are responsible for any damages to room and/or equipment</i>
		More than 4 hrs	\$100.00		
<input type="checkbox"/> Lewis & Clark	25 - 35	Less than 4 hrs	\$ 50.00	<i>◇Room Charges waived for ESD, OSPI, and School District use.</i>	
		More than 4 hrs	\$100.00		
<input type="checkbox"/> Tuccannon Room	12 - 15	Less than 4 hrs	\$ 50.00	<i>◇A \$25.00 charge will be applied if not cancelled at least 3 business days in advance.</i>	
		More than 4 hrs	\$100.00		
<input type="checkbox"/> Whitman Room	8 - 12	Less than 4 hrs	\$ 50.00	<i>◇Room is not considered reserved until deposit has been received.</i>	
		More than 4 hrs	\$100.00		

Equipment Needed & Other Services

- Overhead (overhead pens not included)
- Flip Chart/Easel (paper not included)
- Room Reconfiguration (\$25.00)
- Removal of Tables from Room (\$50.00)
- TV/VCR
- Podium
- Microphone
- LCD (laptop) Projector
- Video Conferencing (k-20 education only)
- Satellite - Title: _____
- Other _____

Meeting Supplies are Available:
 Coffee Pot, Coffee, Coffee Filters, Creamer, Sugar,
 Sweet-n-Low/Equal, Drink Stirrers, Cups, Paper
 Plates & Plastic ware.

Fees:	Number of People			
	1-10	11-49	50+	100+
Half Day (up to 4 hrs)	\$2.00	\$4.00	\$10.00	\$20.00
Full Day (4 + hrs)	\$4.50	\$8.00	\$10.00	\$20.00

I agree to the charges and conditions above: _____
 (signature of room requestor)

ESD Employee Signature: _____

As part of the Room Use Agreement, ESD 123 expects that the room be left in a clean and undamaged condition. Please follow the steps below.

1. Please check in with the receptionist before the meeting takes place, once you are finished with the room please check out with the receptionist as well, for a walk through of the room.
2. Trash need to be put into appropriate receptacles. Large amounts of trash should be taken outside to the dumpster and not left in the room.
3. Any moving of furniture needs prior approval from your ESD contact person and must also be returned to its original place before leaving.
4. Tables/Chairs etc. Should be wiped down after use. Any spills etc. must be cleaned up. Please see your ESD contact person if there are any spills on the carpet.
5. When coffee service is requested we will provide coffee, sweetener, creamer, cups, stir sticks, and napkins. You will need to provide anything else unless prior arrangements are made.
6. Please do not prepare coffee yourself, see your ESD contact and we will be happy to do that for you.
7. If the room needs to be vacuumed (little pieces of paper or food are on the floor), please see your ESD contact and they will provide a vacuum for you.
8. If you need copies your ESD contact can assist you. Charges are as follows: \$.25 per copy black/white, \$1.00 per copy color. Please make prior arrangements with your ESD contact for large jobs (100+ copies).
8. You may be subject to after hour fees if reservation exceeds our normal business hours which are Monday through Friday 8am – 5pm. Charges are as follows: \$100.00 for 4 hrs or less, \$200.00 more than 4 hours. Please make prior arrangements if hours are expected to exceed our normal business hours.

We hold the right to keep your deposit if the above mentioned conditions are not met. If damage or cleaning costs exceed the deposit amount we will need to bill you to recover the cost.

By signing, I agree to the above terms

Date