

Edmonds College Rental Rates						
		Regular Rates		Not for Profit Rates		
Location Type	Capacity	1st 3 Hours	Hrly Thereafter	1st 3 Hours	Hrly Thereafter	Notes
Classroom	20-72	\$144	\$48	\$115	\$38	
Computer Use		Daily/\$50 per classroom		Daily/\$50 per classroom		Please Request.
Sm Conference	7-10	\$120	\$30	\$90	\$30	
Med Conference	49	\$240	\$50	\$192	\$50	
		Regular Rates		Not for Profit Rates		
		1st 4 Hours	Hrly Thereafter	1st 4 Hours	Hrly Thereafter	
XL Conference WWY 202	300	\$1,035	\$235	\$860	\$195	
		1st 8 hours	Hrly Thereafter			
Courtyard	3 max	\$60	\$30			
Athletic Venues		Standard Facility Rates		Game Rate	Day Rate	Admin Fee
Location	Capacity	1st 4 Hours	Hrly Thereafter	3 hours Max	15 Hr Max	Per Contract
Field	200	N/A	\$85	\$200	\$850	\$40
Hitting Facility	60	N/A	\$65	N/A	\$600	\$40
Aerobics	35	\$100	\$30	N/A	\$200	\$40
Gym	900	N/A	\$75	N/A	N/A	\$40
Weight Room	25	\$150	\$45	N/A	\$300	\$40
Concessions		\$60	\$20	N/A	\$100	\$10
		1st 3 Hours	Hrly Thereafter			
Classroom	35	\$144	\$30		\$260	\$40
		1st 8 hours	Hrly Thereafter	Daily		
Parking				\$2		
Lobby	2 max	\$60	\$30			
Security Services		Minimum Days Advance Notice Required: 18 Days				
		Reg Hrly	Holiday Hrly			
Security Officer	2 min	\$65	\$130			
Security Officer Off Duty	2 min	\$65	\$130			
Contact Information						
General Inquiries		425.640.1781		<u>Scheduling Office</u>		
Black Box Theatre		425.640.1629		<u>Blackbox Theatre</u>		
<u>Event Planning Guidelines</u>						
Approved July 11, 2023						

EDMONDS COLLEGE RENTAL RATES					
Technology Staffing	Minimum Days Advance Notice	Hours of Availability	Hrly Rate per Weekday Occurrence	Min 5 Hours per Weekend Occurrence	After 5 hours Weekend Occurrence
PreEvent Walkthrough	2 business days	During Business Hours Only	No Charge		
Technician After Hours	10 business days		\$50	\$350	\$50
Custodial Staffing	Minimum Days Advance Notice	Hours of Availability	WWY 202 per Occurrence	Classrooms per Occurrence	Excessive Cleaning per Occurrence
Non-Standard Set Up Fee - Reg Hrs	5 business days		\$75	\$45	
Non-Standard Set Up Fee - After Hrs/weekends	10 business days		\$100		
After event - Cleaning Fee - Reg Hrs	On Demand		\$50	\$25	
After event - Cleaning Fee - After Hrs/weekends	On Demand		\$75	\$50	
				Hrly Rate	Hrly Rate
Pre-scheduled on site custodial during events [after hours/weekends]	14 business days			\$50	
Unscheduled - Call back/Call in service	On Demand			\$45	\$55 + Hours worked

EDMONDS COLLEGE RENTAL RATES

Black Box Theater

Fees listed include use of Black Box Theater and its facilities [Green Room, Dressing Rooms, and Lobby].

Equipment use is subject to approval of Theater Manager.

There is a minimum staffing requirement of one House Manager and one House Technician for all public events, and one house staff for private events, meetings, and rehearsals.

The Theater Director reserves the right to require additional staffing to ensure a successful event, and to ensure mutual safety of the facility, users, and patrons. All charges are due within 21 working days after an event.

The following rates are for single night use. Please inquire about extended usage rates.

EVENT RENTAL CHARGES AND FEES

The following rates are for single night usage. Please inquire about extended usage rates. House Capacity: 163-184 depending on set up/event	<i>Campus/ Non-Profit* Rates</i>	<i>Each additional Hour</i>	<i>Standard Room Rates</i>	<i>Each additional Hour</i>
RENTAL DEPOSIT [Due with application] *Up to \$1000 due with signed agreement			*50%	
Base Rental Rate + booking Fee [includes: 1 technician, 1 house manager, rep plot & minimal sound set up]	min 3 hours		\$ 590	\$ 135
Additional General Theater Technician or House Manager	min 4 hours		\$ 100	\$ 25
Professional Sound Mixer [required for advanced concerts set ups - not included with base rental]	min 4 hours		\$ 260	\$ 65
Professional Stage Manager and/or Technical Director [required if not provided by client - not included with base rental]	min 4 hours		\$ 260	\$ 65
Box Office Services/staff	set up fee:		\$125	\$25

CAMPUS USAGE ONLY [Per Theater Director's Approval]

CAMPUS SUPPORTED PUBLIC EVENT: Up to 3 hours Includes House Manager and one Technician	\$ 385			
CAMPUS SUPPORTED PRIVATE EVENT: Up to 3 hours Includes one Technician	\$ 335			

LOBBY ONLY RENTAL

[Theater rental includes use of the lobby; however the lobby itself is also available on its own. Up to 4 hours, after 4 hrs an hourly fee will be charged; this includes set-up and decorating time.]

			<i>Three Hour Rental</i>	<i>Per Hour</i>
Lobby Only Rental - as is [does not include staff, set up, furniture moving or restore]			\$ 250	\$ 75
Theater Staff for Lobby only rental [1 required for event, 2 required to move furniture]				\$ 25

Extended rentals [8+ hours] and weekly residency rates available for spring break or summer only. Inquire with Director or Theater Administrator

INQUIRE FOR ADDITIONAL SERVICES AND STAFF OPTIONS

Overtime will be charged after 8 hours worked in one day AND for any work required between 12:00 AM and 6:00AM. OT rates are 1.5 times hourly rates. Holidays are based on state designated holidays.

Staffing and provisional decisions for each event/production will be made at the sole discretion of the Theater Director and guaranteed to the theatre by the renter.

EDMONDS COLLEGE RENTAL RATES			
Monroe Hall [Material Science]			
These are the fees you pay for use of the facility and its furniture and equipment. All direct costs for staff [including staff to operate the equipment] and materials used are CHARGED in addition to the base fee. These charges will be billed on actual costs.			
TYPE OF FACILITY	Standard Room Rates		
	1st 4 hours	Hourly Rate after 4 hours	Daily Rate
Metals Lab	\$250	\$63	\$500
Composites Lab	\$400	\$100	\$800
Entire Facility [Monroe Hall]	\$750	\$188	\$1,500
	1st 3 hours	Hourly Rate after 4 hours	Daily Rate
Classroom	\$144	\$30	\$270