



# COLUMBIA GORGE COMMUNITY COLLEGE

## FACILITIES RENTAL REQUEST

Billing Name & Address:			Balance Due:
			Date:
Contact Person:	Event Title:		Total Rental Hours/Days:
Telephone:	Date(s) Desired:	Time:	# Of Participants:
Email:			

√	Facility Desired for Occupancy	Room #	Fee	Total Hrs/Days	Fee Total
<b>Bldg 1 TD</b>	<b>THE DALLES CAMPUS</b>	<b>Building 1</b>			
	Café		\$40/hr. or \$250/day		
	Parking lot(s)		\$500/day		
	Boardroom – 1.162		\$30/hr. or \$175/day		
	Sm. Boardroom – 1.166		\$25/hr. or \$125/day		
	Small/Med Classroom (24 seats)		\$30/hr. or \$130/day		
	Large Classroom (42 seats)		\$35/hr. or \$175/day		
	Computer Lab		\$40/hr. or \$200/day		
<b>Bldg 2 TD</b>	<b>THE DALLES CAMPUS</b>	<b>Building 2</b>			
	1st Floor Conf. Room – 2.179		\$25/hr. or \$125/day		
	Lecture Hall – 2.384		\$50/hr. or \$300/day		
<b>Bldg 3 TD</b>	<b>THE DALLES CAMPUS</b>	<b>Building 3</b>			
	Small/Med Classroom (24 seats)		\$35/hr. or \$175/day		
	Large Classroom (24-42 seats)		\$40/hr. or \$200/day		
	Computer Lab		\$45/hr. or \$270/day		
<b>Bldg 10 TD</b>	<b>THE DALLES CAMPUS</b>	<b>Building 10</b>			
	Large Classroom (40 seats)		\$40/hr. or \$200/day		
<b>HR-ICC</b>	<b>HOOD RIVER-ICC</b>				
	Small/Med Classroom (24 seats)		\$35/hr. or \$175/day		
	Large Classroom (42 seats)		\$40/hr. or \$200/day		
	Computer Lab		\$45/hr. or \$270/day		
<b>Additions</b>	<b>ADDITIONS</b>				
	Stage (16'x16' maximum size)		\$25/4' x4' section		
	Stage Set-up & Tear down		\$30		
	Information Tech Assistance		\$70/hr.		
	Sound System (free standing)		\$25/hr.		
	Pipe and Drape (8'x12' sections)		\$35/per section		
	Cleaning Fee (excess)		\$20/hr		
<b>TOTAL FEES</b>					

**Additional Resources Needed:**

**Is Food Service Needed?**

[ ] Yes [ ] No

The Hook, CGCC's onsite café, offers catering. Please contact them directly at 541.506.6196 or thehook@cgcc.edu

**Terms and Conditions for use:**

By accessing or using the college facilities or equipment you agree to be bound by the following terms and conditions.

- Our facility usage hours are 8 a.m. – 10:00pm Monday through Friday. Saturday from 8 a.m. – 4 P.M. If your event requires time outside our usage hours, please provide at least 5 days' notice prior to event.
- The College facility is closed on Sundays.
- All room rentals include set-up, tear down and clean up.
- Rental fees are by the hour or by the day. There are no half-day rates.
- Any excessive dirt, soil, food debris, glitter, confetti or trash clean up may incur an additional cleaning fee of \$20 per hour. Additional fees may apply for damage, theft or loss of use.
- Information Technology Assistance is charged by ½ hour increments.
- Payment needs to be made on or before your event date(s).
- For rentals spanning non-consecutive dates, payment is required on or before each event date.
- CGCC reserves the right to require security at any event deemed necessary by the College.
- The College reserves the right to deny use or to cancel and terminate an active event for purposes not conducive to the interest of the College, its employees, faculty and staff, or the community as a whole. Use will be denied or events will be canceled and terminated for any activity prohibiting admission on the basis of race, religion, ethnic groups, sex, disability or national origin.
- Adult supervision is required if minors are present at any event.
- We are a smoke, tobacco and vape free campus. Smoking, tobacco and vaping should be restricted to in/at your vehicle or in the parking lot. If the reservation is for the parking lot, usage is restricted to 50 feet from event.
- The College reserves the right to place or waive other restrictions and requirements on the use of its facilities.

\_\_\_\_\_  
Lessee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CGCC Representative

\_\_\_\_\_  
Date