



## Classroom Facility Rentals

WSU Jefferson County Extension offers an accessible, affordable, and professional setting for your next meeting, lecture or movement class. Our 1598 square foot rental facility is conveniently located at Kivley Center, 97 Oak Bay Road, Port Hadlock (center building).

Our amenities include:

- classroom tables (qty 25 lecture style, size 2 1/2' x 6' )
- chairs (qty 50 stackable)
- podium
- coffee/tea appliances (coffee/tea to be provided by Renter)
- microwave, refrigerator and small kitchen sink
- first floor ADA compliant facility (including a bathroom)
- state of the art media equipment (oversized A/V screen, projector, A/V cart on casters, and video conference connection capabilities for hybrid meetings) \*equipment not automatically included; both training and additional deposit may be required\*
- free Wi-Fi
- ample free parking

### RENTAL RATES:

Facility capacity is 49 in classroom set up, 89 in lecture set up.

**Ongoing Events:** For events that are aligned with our mission and organizational goals, use and rate are negotiable and subject to approval by our leadership team.

| Event/Organization Type:                                                                                                                                                                                                                                    | Deposit:            | Rate:                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------------------------------------------|
| <b>During Office Hours Events:</b><br>Office hours are M-Th 8:00-5:30pm                                                                                                                                                                                     | No Deposit Required | Base Fee: \$25/hr<br>Minimum 2 Hours - Maximum 12 Hours |
| <b>After Hours Business Events: (For profit)</b> <ul style="list-style-type: none"><li>• Classes</li><li>• Meetings</li><li>• Conferences &amp; Events</li></ul>                                                                                            | \$75 (Refundable)   | Base Fee: \$50/hr<br>Minimum 2 Hours - Maximum 12 Hours |
| <b>After Hours Community Events: (Non-Profit)</b> <ul style="list-style-type: none"><li>• Education Groups</li><li>• Local Government/Public Entities</li><li>• Community Based Programs Organizations</li><li>• WSU Jefferson Extension Partners</li></ul> | \$75 (Refundable)   | 50% Discount<br>Minimum 2 Hours - Maximum 12 Hours      |



WSU EXTENSION

**Jefferson County**

### **Classroom Guidelines:**

- Meeting room requests will be processed on a first-come, first-served basis.
- Meeting room users must give at least one week notice to cancel a meeting room reservation.
- If the party who reserved the room does not show up 30 minutes past the reserved time, security deposits are forfeit.
- Groups reserving meeting facilities are solely responsible for obtaining appropriate insurance and any permits or licenses required by any governing entity for their specific activity.
- Permission to use meeting rooms does not constitute an endorsement by WSU Jefferson County Extension of the group's policies or beliefs.
- We reserve the right to cancel or refuse the use of meeting rooms at any time.
- Publicity materials, invitations, fliers and press releases must clearly indicate the sponsoring group or organization and may not list or imply WSU Jefferson County Extension as co-sponsor of an event.

You are welcome to bring in outside food, but are subject to Washington State banquet permits if applicable. Please visit <https://lcb.wa.gov/licensing/banquet-permits> for more information .

### **Classroom Housekeeping: Please Leave No Trace**

- Recycling receptacles are provided, but we ask Renters to remove all recycling and garbage. Liners are provided.
- Please sweep up any dirt that has been brought in by event.
- If you have any questions during your rental please refer to your billing statement—your point of contact will be listed on that contract.

Deposit is due 7 business days prior to your event. Checks should be made out to WSU Jefferson County Extension. Credit Cards are not accepted.

Upon scheduling of rental you will be provided with a billing statement. Payment of Rental Fee is due 7 days post event.

Please complete the following form and submit it to WSU Jefferson County Extension.

#### **Billing/Reservation Questions:**

Anji Scalf  
[Anji.scalf@wsu.edu](mailto:Anji.scalf@wsu.edu)  
360.379.5610 ext. 204

#### **Facility Use Questions:**

Sarah Leonard  
[sarah.leonard@wsu.edu](mailto:sarah.leonard@wsu.edu)  
360.379.5610 ext. 200

We look forward to working with you!

**WSU Jefferson County Extension**

Kivley Center

121 Oak Bay Road, Port Hadlock, WA 98339, 360.379.5610, [jefferson.wsu.edu](http://jefferson.wsu.edu)