



COLUMBIA GORGE
COMMUNITY COLLEGE

FACILITIES RENTAL REQUEST & INFORMATION

Name & Address:			Bal. Due	
			Date:	
Contact:	Signature:		Rental Hours:	
Telephone:	Date(s) Desired:	Email:	#. Of Participants	

√	Facility Desired for Occupancy	Fee College Non-Profit	Amt	Fee Private Profit	Amt	Fee Total
Building 1						
	Café	\$25/hr. \$150/day		\$35/hr. or \$210/day		
	Boardroom – 1.162	\$15/hr. or \$90/day		\$25/hr. or \$150/day		
	Sm. Boardroom – 1.166	\$8/hr. or \$50/day		\$18/hr. or \$108/day		
	Small/Med Classroom (24 seats)	\$8/hr. or \$50/day		\$18/hr. or \$108/day		
	Large Classroom (42 seats)	\$15/hr. or \$90/day		\$25/hr. or \$150/day		
	Computer Lab	\$15/hr. or \$90/day		\$25/hr. or \$150/day		
Building 2						
	1st Floor Conf. Room – 2.179	\$8/hr. or \$50/day		\$18/hr. or \$108/day		
	Lecture Hall – 2.384	\$25/hr. or \$150/day		\$35/hr. or \$210/day		
Building 3						
	Small/Med Classroom (24 seats)	\$8/hr. or \$50/day		\$18/hr. or \$108/day		
	Large Classroom (24-42 seats)	\$15/hr. or \$90/day		\$25/hr. or \$150/day		
	Computer Lab	\$15/hr. or \$90/day				
Building 10						
	Large Classroom (40 seats)	\$15/hr. or \$90/day		\$25/hr. or \$150/day		
HRICC						
	Small/Med Classroom (24 seats)	\$8/hr. or \$50/day		\$18/hr. or \$108/day		
	Large Classroom (42 seats)	\$15/hr. or \$90/day		\$25/hr. or \$150/day		
	Computer Lab	\$15/hr. or \$90/day		\$25/hr. or \$150/day		
Additions						
	Trash/Cleaning Fee	\$6/room		\$6/room		
	Tables – 6’ Round	\$3 each		\$3 each		
	Tables – 6’ Rectangle	\$3 each		\$3 each		
	Chairs	\$0.50 each		\$0.50 each		
	Stage (8’x16’ maximum size)	\$25/4’x4’ section		\$25/4’x4’ section		
	Stage Set-up & Tear down	\$25		\$25		
	Information Tech Assistance	\$50/hr.		\$50/hr.		
	Sound System (free standing)	\$5/hr.		\$5/hr.		
				Total Fees		

Additional Resources Needed		
	Projection Screen	Multi-Media Podium

Food Service Needed	Comments
[] Yes [] No	Thank you

If Yes, Have responsible person contact Class Act Caf  directly at: **541-506-6196**

Note: Caf  has the right of first refusal for any food or beverages served while using any college facility except the Readiness Center.