



COLUMBIA GORGE COMMUNITY COLLEGE

FACILITIES RENTAL REQUEST

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

√	Facility Desired for Occupancy	X	Fee	Amt	Fee Total
	Building 1				
	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		
	Building 2				
	1st Floor Conf. Room – 2.179		\$25/hr. or \$125/day		
	Lecture Hall – 2.384		\$50/hr. or \$300/day		
	Building 3				
	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		
	Building 10				
	Large Classroom (40 seats)		\$40/hr. or \$200/day		
	HRICC				
	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		
	Additions				
	Stage (16' x 16' maximum size)		\$25/4' x 4' section		
	Stage Set-up & Tear down		\$30		
	Information Tech Assistance		\$65/hr.		
	Sound System (free standing)		\$25/hr.		
	Pipe and Drape (8' x 12' sections)		\$35/ per section		
	Total Fees				

Additional Resources Needed

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Food Service Needed [] Yes [] No	Comments
If Yes, please contact Class Act Café directly at: 541-506-6196	
Note: Café has the right of first refusal for any food or beverages served while using any college facility except the Readiness Center.	

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.
- 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.