

PUGET SOUND PLAZA ROOM RESERVATION POLICY

UW Continuum College's Puget Sound Plaza (PSP) facilities charge room reservation fees for use of rooms that are not scheduled and are available. (Ad-Hoc requests). Additionally, and subject to availability, Continuum may consider longer-term rentals of rooms, at rates to be negotiated.

Priority Levels for Room Reservations

In the event that Continuum receives multiple conflicting requests for rooms, the following order of priority shall apply:

1. Continuing Continuum programs
2. New Continuum programs
3. Continuum program breakout space
4. UW partners
5. Outside parties

Rental Fees and Services

STANDARD ROOMS

Rooms will be charged at a rate of \$120 per hour, with a minimum charge of 5 hours. Services include front desk support, and use of typical classroom equipment if available in the room rented (lectern, A/V system, overhead or data projectors, flip chart easels).

COMPUTER ROOMS

Add \$44 per hour and an additional \$200 minimum charge. Technical support may be provided for an additional charge.

Rates do not include applicable Continuum overhead charges. Rental Fees are evaluated every 2 years.

No-charge Student Use

During an academic quarter, available rooms may be used by student groups for occasional or impromptu break-out sessions at no charge. Prioritization for use of available rooms by student groups will follow the priority levels previously listed. Student groups using available rooms in excess of five hours in an academic quarter will be charged for the time in excess of five hours. Programs that request dedicated break-out room use will be charged at the rates above.

Room requests, for term length rentals, can be made on a quarterly basis.