

# Stevens County Historical Center Learning Center Rental Agreement

## General Information:

The Learning Center meeting room is available at the Keller Heritage Center located at 700 N. Wynne Street, Colville, WA 99114. The room will seat 40-50 people with tables and/or chairs provided. Bathrooms are available. A kitchen is available with facilities for making coffee, serving snacks or a full dinner or catered meal. Parking is available directly in front of the Learning Center.

## To Reserve the Learning Center:

Keller Heritage Center @**509-684-5968** for scheduling contact: **Deborah @509-684-8777**

The following information will be needed:

Contact name, Organization, Address, Telephone Number, Number of People, Event date and time, Type of Event, Facilities Needed (i.e. coffee pot, dishes, TV, Electronics, etc.)

## Room Charges:

0 to 4 hour meeting	\$25
Anytime over 4 hours	\$10 per hour. <b>Maximum charge for room is \$50.00</b>
Damage Deposit, may be required	\$35

## Additional Charges:

Only if requested: use of kitchen or electronics **\$25 in addition to room charge**  
(Kitchen refers to equipment needed for making dinners, potlucks, or catered meals.)  
(Electronics refers to TV, DVD, VCR, Slide Projector, and Screen)

## Terms of Rental Agreement:

After use, the Learning Center must be clean with Dry Dishes put away, garbage placed in large trash cans. Damage deposit refunded if the Learning Center is left clean and undamaged. Payment is to be made **prior** to the event and confirms your use of the room.

**Reservation Request for Learning Center:** Date taken \_\_\_\_\_ by \_\_\_\_\_

Contact Person and Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Dates requested: \_\_\_\_\_ Time: \_\_\_\_\_ No. of People: \_\_\_\_\_

## Charges:

\_\_\_ 0 to 4 hours meeting \$25

\_\_\_ Additional hours multiplied by \$10

\_\_\_ Kitchen use and/or TV Electronics

\_\_\_ Damage Deposit \$35

Total Amount Due \$\_\_\_\_\_ Payment due **prior** to date of event.

Make check payable to: **SCHS, PO Box 25, Colville, WA 99114**

## For Office Use Only:

Space and date confirmed by \_\_\_\_\_ Date : \_\_\_\_\_

Learning Center clean confirmed after event: \_\_\_ Yes \_\_\_ No Damage Deposit Refunded \_\_\_ Yes \_\_\_ No

Event lasted longer than reserved: \_\_\_ Yes \_\_\_ No Additional Hours \_\_\_ @\$10 not to exceed \$50

\_\_\_ Date billed \_\_\_\_\_.

(Form last updated 10/29/2018)