



CENTER *of*  
SOUTHWEST  
STUDIES  
FORT LEWIS COLLEGE

**Scheduling Rate Sheet**

<b>CSWS Room</b>	<b>Capacity</b>	<b>Smart Room</b>	<b>Non-Profit Rate Half day/Whole</b>	<b>Profit Rate Half day/Whole</b>
CSWS 120 Lyceum	110	yes	\$45/ 65	\$90/ 130
CSWS 138 Reception Room	28	no	\$30 / 50	\$60/ 100
CSWS 220/ 230 Classrooms	40/ 45	yes	\$25/ 45	\$50/ 90
CSWS 271 Conference Room	25	no	\$30/ 50	\$60/ 100

**Center of Southwest Studies Event Policies:**

*Event Staffing:*

At least one professional staff member must be present, per 50 guests; add one additional staff per additional 50 guests.

Professional staff time = \$25 hour; Student staffing, when available = \$9 /hr, as host, event staff, and/or gallery attendant. Gallery events are approved only by the Director of the Center of Southwest Studies.

Dependent upon the type and size of event, set up and clean up may require at least a 1 hr minimum on each end. Staff needs to be present an hour early to open the facility, check restrooms, check trash cans, etc. Clean up involves trash removal, removal of any other event items (chairs, silent auction items, etc.), and requires facility lock up, set alarms, etc. Because we are a highly secure building, professional staff is required at all after hour events.

*Event Coordination:*

A formal rental agreement is required between the Renter and CSWS. Dates requested by the Renter are not considered firm until the Renter returns the contract along with payment. Failure to comply means the Renter automatically cancels arrangements made with CSWS.

Alcohol is handled by the FLC Facilities department, but can be facilitated through the CSWS event coordinator. The CSWS event coordinator can also help with catering needs and audio-visual equipment.

*Custodial Services:*

Cleaning fee = \$30/ hr; Minimum 2 hrs for groups per 100 guests + add additional hour per 100 guests. Cleaning fee involves trash removal, as we are an institution that houses sensitive collections, all trash must be removed nightly. This fee also includes periodic trash removal as needed throughout event, and restroom checks throughout event.

**Center of Southwest Studies Event Policy, page 2**

*Event Programs/ Advertising:*

The CSWS does not provide printed programs or copies of printed programs for rental engagements. If the Renter provides a program, CSWS will aid in distribution, and retains the right to insert promotional material for upcoming CSWS events into any program. Any copy concerning CSWS printed in the program or in advertisements must be approved by the CSWS Director.

*Insurance:*

Renter shall provide liability insurance of \$1,000,000 for itself and all of its participants. The Renter shall provide the college with a certificate of insurance no less than 30 days before the scheduled rental. The college must be given notice of cancellation/ modification of the insurance.

*Cancellation by Renter:*

The Renter must give 48 hours notice of cancellation of a confirmed event. CSWS will refund all payments, minus 20% of the facilities use fee. The Renter also agrees to pay any reimbursable expenses incurred by CSWS in connection with the event covered in the rental agreement.

*Additional Fees:*

Additional fees for FLC Physical Plant set up for chairs, tables, extra trash cans, may apply.

*Additional Regulations:*

The CSWS reserves the right to impose any additional rules or regulations, or to set special rental and use arrangements, whether or not expressly provided herein, which may be necessary by CSWS to protect its interests, and such regulations shall be binding upon the Renter.

*Entire Agreement:*

This agreement contains the entire agreement of the parties. No representations, warranties, conditions or agreements shall be binding on the parties unless incorporated in this agreement. The Renter shall not assign this agreement or any of its rights or obligations under this agreement without the prior written of CSWS. This agreement may not be amended except in writing signed by the parties.

### Fort Lewis College Facilities Scheduling Rate Sheet

Media Equipment Item	Non-Profit	Profit
Data Projector	150	200
Smart Classroom	225	300
Smart Cart	225	300
Overhead Projector	20	25
6' screen	10	15
8' screen	20	25
TV/VCR cart	30	40
Microphone (wired, hand held)	12	15
Microphone (wireless, lapel)	60	75
Easel and Pad	15	20
Internet Connectivity	10	10

### Fort Lewis College Physical Plant Rate Sheet

Equipment	Delivered Cost	Set-up Cost
Chairs (Qty 1 – 120)	25	10 + .50 cents/chair
Chairs (Qty 121 – 240)	50	10 + .50 cents/chair
Chairs (Qty 241 – 360)	75	10 + .50 cents/chair
Chairs (Qty 361 – 480)	100	10 + .50 cents/chair
Chairs (Qty 481 – 600)	125	10 + .50 cents/chair
Tables 3x6' (Qty 1 – 20)	25	10 + 3/table
Tables 3x6' (Qty 21 – 40)	50	10 + 3/table
Tables 3x6' (Qty 41 – 60)	100	10 + 3/table
Tent 20 x 20'	N/A	100
Tent 20 x 40'	N/A	200
Extension Cords	5	5
Lectern	5	5
Police Security Labor	\$25/ hour	

