



**NorthEast Washington Educational Service District 101  
Facility Rental Rates**

TALBOTT EVENT CENTER (TEC) - HOURLY USE FEES									
Group	Days	Hours	Deb Ramsay	Carl Putnam	J. L. Schultheis	Panorama	Bi-County	Whitman	Spokane
I	Sunday-Saturday	All Hours	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
II	Sunday-Saturday	All Hours	\$30/hr	\$30/hr	\$40/hr	\$35/hr	\$35/hr	\$35/hr	\$35/hr
III	Sunday-Saturday	All Hours	\$40/hr	\$40/hr	\$50/hr	\$45/hr	\$45/hr	\$45/hr	\$45/hr
IV	Sunday-Saturday	All Hours	\$50/hr	\$50/hr	\$60/hr	\$55/hr	\$55/hr	\$55/hr	\$55/hr

TALBOTT EVENT CENTER (TEC) - COORDINATOR / CUSTODIAN RATES			
Group	Days	Hours	Hourly Rate
I.	Monday - Friday	7:30 AM to 4:30 PM	No Charge
	Monday - Friday	4:30 PM to 10:00 PM	\$40/hr
	Saturday - Sunday	7:30 AM to 10:00 PM	\$50/hr
	Holidays	7:30 AM to 10:00 PM	\$60/hr
II.	Monday - Friday	7:30 AM to 4:30 PM	No Charge
	Monday - Friday	4:30 PM to 10:00 PM	\$40/hr
	Saturday - Sunday	7:30 AM to 10:00 PM	\$50/hr
	Holidays	7:30 AM to 10:00 PM	\$60/hr
III.	Monday - Friday	7:30 AM to 4:30 PM	No Charge
	Monday - Friday	4:30 PM to 10:00 PM	\$40/hr
	Saturday - Sunday	7:30 AM to 10:00 PM	\$50/hr
	Holidays	7:30 AM to 10:00 PM	\$60/hr
IV.	Monday - Friday	7:30 AM to 4:30 PM	No Charge
	Monday - Friday	4:30 PM to 10:00 PM	\$45/hr
	Saturday - Sunday	7:30 AM to 10:00 PM	\$55/hr
	Holidays	7:30 AM to 10:00 PM	\$65/hr

**Requirements:**

NEWESD 101 regular hours are Monday-Friday, 7:30 AM to 4:30 PM.

TEC facilities are available for rent Sunday-Saturday, 7:30 AM to 10:00 PM.

After hours rates apply after 4:30 PM Monday-Friday and all hours weekends and holidays.

A minimum hourly use fee of two (2) hours is required during NEWESD 101 regular hours.

A minimum hourly use fee of four (4) hours is required for events conducted outside of NEWESD 101 regular hours, weekends and holidays.

Signed Facility and Use Agreement and 20% deposit is required to reserve each room.

Rental fees are due at least fourteen (14) days prior to event.

Each additional room will be billed at the appropriate hourly rate.

Use of facilities beyond scheduled time will result in additional charges - please do not show up early or stay late unless you are willing to pay the additional costs.

Additional services such as in-depth technical services and/or special or elaborate room setup or cleanup may result in additional charges.

Remaining balance and any additional charges billed are due in full upon receipt of invoice.

Cancellation fee schedule:

0% - If cancelled **61 or more** days before the event.

20% - If cancelled **60 to 31** days before the event.

50% - If cancelled **30 to 15** days before the event.

100% - If cancelled **14 or fewer** days before the event.

**AND** - Renter will also reimburse NEWESD 101 for any non-refundable fees paid to outside vendors for their event.

Policies, fees and rates are subject to change without notice.

SEE NEWESD 101 Facility Usage Procedures for rental rules and requirements.

