



# Clark County Fire District 5

## NORTHWEST REGIONAL TRAINING CENTER

11606 NE 66 St., Suite 103, Vancouver, WA 98662

Telephone: (360) 397-2100 Fax: (360) 892-4350

[www.nwrtpc.org](http://www.nwrtpc.org)

### **ROOM USE AND RENTAL INFORMATION**

The Northwest Regional Training Center (NWRTPC), a Clark County Fire District 5 facility, offers meeting space to the public and to public/private organizations for rental use. The rental rates and regulations are outlined in this document for your convenience. For additional information, please call the NWRTPC at (360) 397-2100.

Rooms may be scheduled for hourly, half- or full-day usage between 7 a.m. and 11 p.m., Monday through Saturday, and between 7 a.m. and 6 p.m. on Sundays and holidays. There is a minimum rental of 2 hours during weekdays, and a minimum rental of 5 hours on Saturdays, Sundays & holidays. Rental time must include any time required for event set-up and take-down.

#### **General NWRTPC policies and procedures:**

- Clark County Fire District 5 sets room and auditorium use and rental policies.
- NWRTPC programs have priority over other groups when scheduling the facility.
- Duplication of training programs already provided by NWRTPC is generally not approved.
- Any literature distributed for your event may not imply that the event is sponsored or certified by NWRTPC. A draft of any proposed promotional literature for your event must be submitted on or before the deposit due date for NWRTPC administrative approval.
- NWRTPC reserves the right to cancel events due to emergencies or for reasons beyond NWRTPC administrative control.
- The user will be required to sign a CCFD5 NWRTPC Room Rental Agreement in order to confirm reservation of the rental space(s). The CCFD5 NWRTPC Room Rental Agreement is a legally binding contract, and may not be entered into by minors.
- The user accepts responsibility for any injury to any person or property as a result of user actions. The user agrees to reimburse Clark County Fire District 5 for any damages or costs incurred.
- Room Rental Agreement forms are available by visiting - the NWRTPC office at 11606 NE 66<sup>th</sup> Street, Suite 103, or - our website at [www.nwrtpc.org](http://www.nwrtpc.org); or by contacting us by phone at (360) 397-2100.

### **FOOD & BEVERAGES**

Food and beverages are allowed in all rental rooms. If catering is needed, the user is responsible for ordering, delivery coordination, payment, and clean up for catering services.

Coffee service is available at \$3.00 per pot (12 cups) plus WA State sales tax. Alcoholic beverages on the premises are strictly prohibited. Red or grape beverages are also prohibited.

## **EQUIPMENT**

A ceiling mounted projector, laptop, retractable video screen and white boards are available in each room. VCR/DVD/TV monitors are also available for all rooms. The Rainier Auditorium is equipped with a microphone and PA system. NWRTC provides free wireless internet connection. We emphasize that users should be familiar with equipment and software usage *prior* to your event;

NWRTC personnel do not provide training on hardware or electronic usage. Additionally, we ask that time be allotted for familiarization of NWRTC-specific systems.

The user will provide any additional equipment, charts, cellular phones, or audio-visual equipment needed for their specific purposes.

Tacks and pushpins may only be used in the Rainier Auditorium on cork strips which have been provided for such purpose. No tacks, pushpins, tape, staples, wire or putty may be used on the walls, tables or chairs.

**Candles are expressly prohibited.**

## **SET UP & TAKE DOWN - USAGE**

Rental reservations must include time required for set up and take down. Standard set up (lecture style) will be arranged by NWRTC staff. Custom set up and take down of tables, chairs, and equipment is the responsibility of the user.

Please dispose of trash in the proper receptacles. We would appreciate the room being left in equal condition, or better than, when you found it.

## **PARKING**

Parking is allowed in unposted spaces only. Parking is **not permitted** in parking spaces marked "NWRTC Admin Staff", "Auto Zone" or "Siemens Parking Only". Additional parking is available in the overflow parking lot located one block west of the main lot. There is also street parking available on 66<sup>th</sup> Street. It is the responsibility of the room rental seigneur to notify their group as to these parking options.

## **FEES**

Room and auditorium rental requests should be scheduled 30 days prior to the event. Please call NWRTC well in advance for availability.

All reservations, including fax and email, are tentative and will be confirmed upon receipt of a deposit equal to 25% of the total usage fee, as stated in following chart. This deposit is **non-refundable**. Tentative reservations will be canceled if the deposit is not received within 3 working days of initial scheduling. The remainder of the facility usage fee is due before the scheduled event, according to following chart:

<b>25 % non-refundable deposit</b> required within 3 working days of booking/reservation.			
<b>RENTAL TIME/LENGTH</b>	<b>BALANCE DUE</b>	<b>CANCELLATION/REFUNDS</b>	
1 day or less	14 days before event	7 days or more before event, 75 % refund	6 days or less before event, no refund
2 days or more in a block	30 days before event	14 days or more before event, 75 % refund	13 days or less before event, no refund

**MEETING ROOM RATES**

(Clark County Building Code determines occupancy rate for each available room)

Weekdays: 2 hours minimum rental				
Saturday, Sunday, & Holidays: 5 hours minimum rental				
ROOM	SEATING CAPACITY	COST PER HOUR	COST PER 1/2 DAY (4 HRS)	COST PER DAY (8 HRS)
BAKER - FULL				
Rental Rate	28 42 (chairs only)	\$45	\$145	\$240
BAKER – A				
Rental Rate	12 30 (chairs only)	\$30	\$95	\$160
BAKER – B				
Rental Rate	16 30 (chairs only)	\$30	\$95	\$160
ADAMS				
Rental Rate	36 60 (chairs only)	\$50	\$155	\$260
ST HELENS				
Rental Rate	22 50 (chairs only)	\$35	\$115	\$185
RAINIER				
Rental Rate	84 100 (chairs only)	\$75	\$240	\$400
BOARD ROOM				
Rental Rate	10	\$30	\$115	\$185
STAFF (after hours)		\$150		

EQUIPMENT & SUPPLIES		
Photocopies	\$0.25 for first copy	\$0.05 for each additional copy

- **A minimum two-hour additional rental fee will be charged if room usage extends beyond scheduled reservation.**
- **Full payment is required if no advanced notice of cancellation.**
- **NWRTC will accept cash, checks, Visa/MasterCard, and purchase orders. Please remit to:**

**CCFD 5 / NWRTC  
11606 NE 66th Street, Suite 103  
Vancouver, WA 98662**

# ROOM RENTAL AGREEMENT

Please complete this form, return pages 4 and 5 to the CCFD5 Northwest Regional Training Center, and we will promptly process your request. The availability status of your room(s) will be confirmed as soon as possible. Your reservation will be confirmed upon receipt of a non-refundable deposit of 25% of the room rental fee. Unless user has an existing NWRTC account in good standing, the balance will be due on or before the reservation date, as stated under section **FEES** on page 2. Cash, checks, purchase orders, Visa/MasterCard are accepted.

**Your signature confirms your understanding of and agreement to the previous terms and conditions.**

Classroom(s):  BAKER A/B/FULL  ST. HELENS  RAINIER AUDITORIUM  BOARD ROOM

Dates Requested		Days: Sun Mon Tue Wed Thu Fri Sat						
From	To	Check - In Time:			Check - Out Time:			

\* Rental time must include time required for set up and take down.

**Purpose of Use** \_\_\_\_\_

**Name of Group** \_\_\_\_\_ **Number in attendance** \_\_\_\_\_

**Contact Name** \_\_\_\_\_

**Organization** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone** (     ) \_\_\_\_\_ **Fax** (     ) \_\_\_\_\_

**E-mail** \_\_\_\_\_

**All rooms are equipped with a laptop and overhead projector.**

The following equipment is provided if needed. Please check items needed:

Portable easel whiteboards     
  Extension cord     
  PA system/microphone (Rainier Only)

Coffee and Tea are available at \$3.00 per pot (12 cup) + tax
 
 \_\_\_\_\_ # Pots Reg. Coffee  
 \_\_\_\_\_ # Pots Decaf Coffee  
 \_\_\_\_\_ # Tea w/12 teabags

I, \_\_\_\_\_, agree to adhere to all conditions referred to in the Clark County Fire District 5/Northwest Regional Training Center Room Use and Rental Policies document provided. Furthermore, I am responsible for leaving the classroom(s) and/or auditorium clean and in the designated arrangement. I understand that Clark County Fire District 5/Northwest Regional Training Center is not responsible for lost or stolen items.

**Signature of Responsible Party:** \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Emergency Staff Number: (360) 281-6847**

**DO NOT WRITE BELOW THIS LINE - To be completed by NWRTC Staff**

- Date request received: \_\_\_\_/\_\_\_\_/\_\_\_\_ By: \_\_\_\_\_
  - Date Approved: \_\_\_\_/\_\_\_\_/\_\_\_\_ By: \_\_\_\_\_
  - Date *not* approved: \_\_\_\_/\_\_\_\_/\_\_\_\_ By: \_\_\_\_\_
- Reason: \_\_\_\_\_

- Reservation entered on calendar by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_
- Confirmation letter, phone call, email or fax to: \_\_\_\_\_  
 Phone/Fax # (\_\_\_\_) \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ By: \_\_\_\_\_  
 Email \_\_\_\_\_

- Rental Cost: \_\_\_\_ (# of hrs) or \_\_\_\_ (# of days) x \$ \_\_\_\_\_ = \$ \_\_\_\_\_
- Coffee/Tea \_\_\_\_ (# of pots) x \$3.00 = \$ \_\_\_\_\_
- Misc./Other Charges: \_\_\_\_\_ = \$ \_\_\_\_\_
- Staff (for NWRTC purposes only) \_\_\_\_ (# of hrs) x \$150.00 = \$ \_\_\_\_\_  
**(beyond regular facility hours only)**

**Subtotal** = \$ \_\_\_\_\_  
**WA State Sales Tax** = \$ \_\_\_\_\_

**TOTAL \$** \_\_\_\_\_

- Deposit received by \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Cash - receipt# \_\_\_\_\_  Check - receipt# \_\_\_\_\_  Credit Card - receipt# \_\_\_\_\_
- Balance received by \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Cash - receipt# \_\_\_\_\_  Check - receipt# \_\_\_\_\_  Credit Card - receipt# \_\_\_\_\_  
 Purchase Order # \_\_\_\_\_  Invoice # \_\_\_\_\_