



## Facility Rental Information

WorkSource-Skagit Career Center is a state of the art employment, training, and meeting facility. The Center offers a unique opportunity to Skagit County organizations and businesses to rent professional meeting, conference and training rooms at reasonable rates. The following rooms are available for short term rental based upon availability.

To reserve a room, please contact our office manager at 360.416.3508 or [lhaven@nwpic.bellingham.wa.us](mailto:lhaven@nwpic.bellingham.wa.us).

### Conference Rooms

**Room 110** – This ground floor room is 240 square feet, with a fixed conference table seating 12. The conference room is conveniently accessed from the lobby and features a floor to ceiling window. Maximum capacity: 12

**Rate:** 1- 4 hours - \$60; 5-8 hours - \$110



**Room 210** – This larger conference room is 340 square feet and boasts conference table seating for 12. It is convenient to the second floor atrium and elevator. Maximum capacity: 12

**Rate:** 1- 4 hours - \$60; 5-8 hours - \$110



### Executive Boardroom



Make a statement by booking your next meeting in the Executive Boardroom. Special furnishings and finish make this an executive level environment. A kitchenette facilitates serving refreshments and coffee. A projection unit and screen are available. Maximum capacity: 35

**Rate:** 1-4 hours - \$140; 5-8 hours - \$260

## Computer Training Center



This professional grade computer learning laboratory provides 17 Pentium 4 workstations running Microsoft WindowsXP Professional with MS Office 2003. Additional equipment includes a ceiling mounted projection unit, a LaserJet printer, and furniture designed specifically for the learner help assure your staff or employees a productive learning environment. Maximum capacity: 17

**Rate:** 1-4 hours - \$140; 5-8 hours - \$260

## Classrooms and Training Rooms





Different configurations of seating and room size are available. Our largest room has a seating capacity of 50. Rooms utilize flexible table and chair arrangements. All rooms have a small sink. Maximum capacity: 20–50

**Rate:** 1-4 hours - \$75; 5-8 hours - \$120

## **Itinerant Business Office Space**



Private office(s) offer a desk, side seating, telephone, use of computer, fax, and copier, as well as minimal shared reception function. These office(s) are perfect for occasional need to meet with clients or customers for those businesses or agencies who either wish to conduct business away from their site or have no office space in the area.

**Rate:** 1-4 hours - \$30; 5-8 hours - \$60

### **Payment**

Room rentals are payable by check to the “Northwest Workforce Development Council”. Full payment may be made at any time, but no later than the first day of use.

### **After Hours**

Use of WorkSource after 5:00pm may require the services of a private security agency, the cost of which is borne by the user.

### **Refund**

A full refund will be provided with a minimum of 24 hour notice of cancellation.

### **Use Agreement**

A use agreement specifies the terms of use including; access, room(s) to be utilized, services provided, user responsibilities, payment, and security.

### **Food & Beverage**

Because of the equipment it contains, the Computer Training Center is a food and beverage free zone. Other rooms have small sinks and areas to provide coffee, tea, and refreshments. Food and beverage service is arranged solely by the user. Cleaning of stains or repairs of damage shall be charged to the user.