



Facility Rental Information

WorkSource-Whatcom Career Center is an employment, training, and meeting facility conveniently located in downtown Bellingham, Washington. The Center offers a unique opportunity to Whatcom County businesses and organizations to rent professional meeting and training rooms at reasonable rates. The following rooms are available for short term rental based upon availability.

To reserve a room, please contact the center manager at 360.676.3241 or gsmith@nwisd.bellingham.wa.us.

Conference Room



This ground floor room is 353 square feet, with a fixed conference table seating 16. The conference room (Room 2) is well lit and conveniently accessed from the lobby.

Maximum capacity: 16

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

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. One workstation is accessible by persons with a disability. Maximum capacity: 17 plus one instructor.

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. Each offers in room projection for PowerPoint or Internet presentations or training. Rooms utilize flexible table and chair arrangements.

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, limited 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. Any food and beverage service in other rooms is arranged solely by the user. Cleaning of stains or repairs of damage shall be charged to the user.