



Northwest
UNIVERSITY

Conference and Event Services
Facility Rental Guide

5520 108th Avenue NE | Kirkland, WA 98033 | 425.889.5364
conferences@northwestu.edu | www.northwestu.edu/conferences

Welcome

Thank you for your interest in using Northwest University (NU) for your upcoming event. NU is located on 56 acres in Kirkland, Washington, just fifteen minutes from downtown Seattle and is a beautiful setting for all types of events in the Pacific Northwest. NU is regularly used for meetings, conferences, camps and many other events. Please read the following information on renting our facilities. To book your next event, please submit the facility request form at <http://www.northwestu.edu/conferences/>.

Availability

University facilities are available to the general public throughout the year. We service non-profit organizations whose purpose aligns with the NU Mission and Core Values and who commit themselves to following the campus community Lifestyle Standards.

Lodging for residential conferences and camps is typically available from the middle of May through the end of July. Facilities are designed primarily for use by Northwest University students, faculty and staff and are available for off-campus groups provided the schedule does not conflict with any college functions and that proper and adequate college personnel are available.

Insurance

A Certificate of Liability Insurance from the outside group, naming Northwest University as an Additional Insured, is required. This certificate is proof of insurance for liability of property and personal injury in an amount no less than \$1,000,000. Dates and description of the event must be stated in the “Description of Operations” section. No event can commence until this document is received by the Conference and Event Services office. Please submit Proof of Insurance one month before the event date. Northwest University is not responsible for loss or damage to personal property.

Payment

A damage deposit of \$500-\$1,000 is due with a signed and returned Contract Agreement, which finalizes the lease agreement and reserves the facilities. The damage deposit is refundable with the assumption that no damages are done to the facilities. Payment in full will be required within 30 days following the event. State sales tax is applicable on all charges. Non-profit organizations must provide a copy of their Internal Revenue Service Exemption Letter or Registration Form from the State indicating that the organization is incorporated as a non-profit organization.

Cancellation

On the rare occasion that a cancellation occurs, groups will not be billed for expenses if the cancellation occurs at least two months in advance. If cancellation occurs one month prior to the event, the organization is

responsible for 50% of the initial quote. Cancellation one week prior to the event will be charged 80% of the initial quote.

Lodging

Dorm lodging for large groups is available mid-May through the end of July. Lodging areas are built as residence halls and are furnished with beds, dressers and desks with chairs. Note that all rooms have at least two twin long beds. Guests must furnish their own bed and bath linens, toiletries, and other personal items while staying in the residence halls unless otherwise arranged. Please note that garbage cans are not available in each room but available in each hallway. An optional linen package is available by request at an additional cost.

Because of the style of the restroom and shower facilities, men and women will be assigned to separate buildings or floors. Shared rooms will be restricted to married couples or occupants of the same sex. Mixed gender rooms are not available for non-married individuals or couples. Mixed gender halls will have one men's and one women's restroom that will be identified on either end of the hall. The group contact person must supply the Conference Services office an alphabetized list of all overnight guests with their room assignments and contact information at least two weeks prior to the event. After which time, additional charges may apply to accommodate room assignment updates or cancellations.

Counselor-to-camper ratio: ACA standards require different ratios for varying ages and special needs. Generally, the ratios at resident camps are:

- (1) staff member for every (5) campers ages 4 and 5
- (1) staff member for every (6) campers ages 6 to 8
- (1) staff member for every (8) campers ages 9 to 14
- (1) staff member for every 10 campers ages 15 to 17

At day camps the ratios range from:

- (1) staff member for every (6) campers ages 4 and 5
- (1) staff member for every (8) campers ages 6 to 8
- (1) staff member for every (10) campers ages 9 to 14
- (1) staff member for every (12) campers ages 15 to 17

Ages of the counselors: ACA standards recommend that 80 percent or more of the counseling/program staff be at least 18 years old. Staff must be at least 16 years old and be at least two years older than the campers with whom they work. In special needs camps, 100 percent of the counseling/program staff must be at least 18 years old.

Catering and Food Services

Sodexo Catering

Northwest University offers custom catering for your special events through Sodexo Caterers. Catering and food services must be arranged through the Conference & Event Services office at least one month prior to the event at which time a preliminary count for food and guest count is requested. Breakfast, lunch and dinner are buffet-style meals served in the *Caf* (NU's dining hall) which seats up to 240 guests. Catering may also be arranged at your event location with a full offering of meals, beverages, snacks and coffee breaks. **Final guaranteed numbers for food is required two weeks prior to your event.** If final guarantee is not provided 14 days prior, your estimated number will be used and charged accordingly. Food will be prepared for at least 5% more than your guarantee. You will be billed for the actual number in attendance or the guarantee, whichever is greater.

Same Day Event Additions

Every effort will be made to accommodate your specific requests and needs. Changes requested the same day of your event may not be feasible. Additional charges may be required to accommodate your request.

Pricing

Price quotations will be reconfirmed 30 days prior to the event. Any events booked within 30 days will be billed as quoted. Prices for all meals include the use of standard linen service, cafeteria china, glassware, and flatware. Receptions and coffee breaks will be served on disposable products unless otherwise requested. China and glassware are available for an additional charge. Any rental needs for an event will be provided at an additional charge.

Aerie Café After-Hours Reservations

The Aerie Café is located in the Pecota Student Center near the center of campus and has a full-service espresso bar as well as sandwiches and other snack offerings. Arrangements can be made to open the Café's espresso bar after hours with the following guidelines:

- \$75/2-hour block plus \$40 drink minimum
- \$125/day plus \$200 drink minimum

The group is responsible for any difference between actual dollars spent and the minimum. Additional costs may apply for groups over 100. Contact the Conference & Event Services office for arranging special hours for your event.

**The Aerie Café is closed during the summer months.*

Chapel Reservations

The Butterfield Chapel is available to rent and is a great venue for conferences and large gatherings up to 530 guests. The chapel comes equipped with a newly renovated stage, full sound system, stage lighting and air

conditioning for your guests. The chapel is designed primarily for use by Northwest University students, faculty and staff and is available for off-campus groups provided the schedule does not conflict with any college functions and that appropriate University Attendants are available. Reservations include podium/stage use, house and stage lighting, and standard chair setup. At least one technician is required to be present for all events located in the Chapel. A Media Technician fee is automatically included in the quote.

Media Services

Media Equipment is available to rent at additional costs and should be arranged with the Conference & Event Services office at least two weeks prior to your event. Provided equipment at no additional cost includes stage lighting, up to 4 corded microphones, 2 wireless microphones, podium and chapel A/V system. Only qualified Northwest University Media Services Technicians are permitted to operate the A/V system(s) in the Chapel. Technicians are selected and trained by the Director for Media Services and are available at \$30/hour. **At least one technician is required to be present for all events in which the chapel A/V system is being utilized.** Additional technicians are needed if the event requires multiple media systems. Fees will apply.

Chapel Guidelines

- Tacks, tape and pins cannot be used.
- Smoking and alcoholic beverages are not permitted at any time on the Northwest University campus.
- The University cannot be held responsible for items left in the dressing rooms or in the building.
- For Saturday events, all items must be removed from the chapel by 9:00 P.M. to accommodate appropriate janitorial cleaning for next day events.

Mail Services

Incoming mail will be available for pick up by Conference & Event Services. All mail sent to the guest group should be addressed as follows:

Attn: Conference & Event Services
Northwest University
5520 108th Ave. N.E.
Kirkland, WA 98033

Additional Services

University Attendant

A University Attendant is \$20/hour for each attendant and required for all events. The number of attendants required will be based on the group size, length of event, day camps vs. overnight stays, and other requested needs. University Attendants are present or on-call to assist with group's needs or requests should they arise during the duration of the event.

Tables and Chairs

Tables and chairs can be requested and are based on availability with additional charges. All equipment in rooms should not be moved by guests at any time. Room setup needs must be made at least two weeks in advance. Additional charges may apply for table and chair arrangements.

**No same-day requests can be granted after 2:30 P.M.*

Minimal Notice Requests

Requests for services not meeting the required time frame will be charged \$100 per request.

Internet Access

Wireless Internet Access is available to groups renting the facilities and must be arranged in advance. Large groups or multiple day users may receive special event access and should be arranged with the Conference Services office at least two weeks prior to your event.

Supervisors and Security Protocol

Guests are responsible for providing proper supervision and first aid for the group. NU requires groups to provide at least one adult supervisor or counselor over 21 years old for every 10-15 minors at your event. Supervisors must be present whenever minors are in the residence halls. **Overnight camps/conferences are required to have a designated Medical First Responder on campus at all times during the event.** All injuries or emergency incidents must be reported to Campus Security and Conference & Event Services as soon as possible.

**Campus Security (available 24 hours a day): (425) 889-5500*

Driving Directions

**Northwest University
5520 108th Ave. N.E.
Kirkland, WA 98033**

From Seattle: Go east on SR-520 towards Kirkland/Bellevue. Take the Lake Washington/Bellevue Way exit and turn left at the light. Turn right at Northup Way, and then turn left at 108th Ave. NE. Drive approximately one mile. The entrance to the campus will be on your right.

From I-405: Take Exit #17 (NE 70th St):

Northbound: Turn left onto 116th Ave. NE. Then take an immediate left onto NE 70th Pl. You will cross over the freeway. Continue to 108th Ave. NE and turn left. Go approximately half of a mile and the entrance to the campus will be on your left.

Southbound: Turn left onto NE 68th St. Turn left at 108th St. Go approximately half of a mile and the entrance to the campus will be on your left.

Transportation

For airport transportation available 24 hours a day, we recommend Shuttle Express (online at www.shuttleexpress.com or call (425) 981-7000 which offers pick-up/drop-off service at Northwest University to/from the airport. Reservations and payment can be made in advance by going online or upon arrival at Sea-Tac International Airport. Reservations from the airport are recommended but not required.

Facility Policies

These policies are intended for the protection of the university community members and are not intended to interfere with provided services.

1. Smoking and alcoholic beverages are not permitted at any time on the Northwest University campus. Guests may not be in possession of firearms, weapons, knives with blades greater than three inches, ammunition, fireworks, explosives, and/or highly flammable materials. Any deviance from this regulation will be cause for immediate termination of contract and any and all events.
2. Northwest University is a Christian university and all groups using the facilities should maintain standards of conduct and dress in keeping with Christian standards.
3. No food or beverage may be served in residence or meeting areas except with permission.
4. Social dancing is not permitted on campus. Performance or athletic choreography is permitted on campus by those involved in the public presentation of drama, music and cultural performances or scheduled classes.
5. Guest groups are responsible for all damage charges incurred. Payment for such damages will be assessed and reflected in the final invoice due one month following the event.
6. Guest groups are required to provide their own liability and accident insurance.
7. A damage deposit of \$500-\$1,000 is required. The check will be used towards any damages or broken policies that may occur during use of the facility. The damage deposit is refundable should everything check out properly.
8. Northwest University is not liable for any failure or delay in performance due to the effects of acts of God, weather and/or natural disasters, and wars.
9. Groups that desire to use Northwest University facilities must be supportive of the mission statement and core values of Northwest University.
10. Proper supervision of participants and guests is required.
11. The group is responsible for the conduct of their members while on campus and also for any intentional or accidental damage that occurs from guest activity. Fees may be in addition to the costs of repairs or replacements for damaged equipment or facilities.
12. Facilities must be left in the same condition they were found. Additional fees may be applied.
13. Prices are subject to change without notice.
14. Sign Hanging and Decorating. The following are strictly prohibited without permission:

- a. Attaching any object to any NU premise by nail, screw, and/or tape
 - b. Altering the layout of any facility by removing or relocating interior and/or exterior furnishings and/or equipment.
 - c. Accessing sound/media equipment
 - d. Using and/or unlocking common area doors leading into areas not contracted for use.
15. Facility may be visited by appointment made with Conference & Event Services