



Northwest
UNIVERSITY

Conference and Event Services
Facility Rental Guide & Lease Agreement

5520 108th Avenue NE Kirkland, WA 98033 | (425) 889-5339
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. To book your next event, please submit a facility request form at <http://www.northwestu.edu/conferences/>.

Availability

University facilities are available to the public throughout the year. We service nonprofit organizations whose purpose aligns with the [NU's Mission and Core Values](#) and who commit themselves to following the campus community [Lifestyle Standards](#).

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 chaperones and staffing are available. Lodging for summer residential conferences and camps may be available from June through July. Currently, we do not offer hospitality housing during the academic year (please refer to the Guest Lodging section of this guide).

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 along with the signed Contract at least two weeks before the event date. Northwest University is not responsible for loss or damage to personal property.

Payment

A refundable damage deposit of \$500 (day use) or \$1,000 (multiple days) is due at the time of signing which finalizes the lease agreement and reserves the facilities. Payment in full will be required within 30 days after receiving the final invoice from Conference and Event Services. Non-profit organizations may be required to provide a copy of their Internal Revenue Service Exemption Letter or Registration Form from the State indicating that your organization is incorporated as a non-profit organization.

Meal Service and Catering

Sodexo, our on-site food service provider, offers daily meals in our newly remodeled Caf, as well as custom catering for special events and meetings on campus. Breakfast, lunch, and dinner are served daily with seating of up to 200 guests per meal. For catered events, Conference Services will work to design a menu that fits your budget and event needs. Meal accommodations can be made for those guests who have food sensitivities. Final guest count and menu changes must be confirmed one week prior to the date of your event. **Please note: Final guaranteed numbers for summer camps are required two weeks (14 days) prior to arrival.** You will be billed for the actual number of attendees or the guarantee – whichever is greater. Food will be prepared for at least 5% more guests than your guaranteed number. Every effort will be made to accommodate your specific requests and needs.

Meals in the Caf are served with cafeteria china, glassware, and flatware. Catering, receptions and coffee breaks will be served on disposable products unless otherwise requested. China and glassware are available for an additional charge and must be requested two weeks prior to the event.

Butterfield Chapel

Butterfield Chapel is available to rent and is a great venue for conferences and large gatherings up to 500 guests. The chapel comes equipped with a newly renovated stage, LED wall, full sound system, stage lighting and air conditioning for your guests. Butterfield Chapel is available for off-campus groups provided the schedule does not conflict with any student functions or events. Food is not typically served in the chapel unless special arrangements have been made ahead of time. 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 held in the chapel. All loud music and sound but cease by 10 pm every night of the week.

Media Services

Media equipment is available to rent at additional costs and will be arranged with the Director for Media Services at least two weeks prior to your event. 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. All audio and visual needs and requests must be communicated to the Conference and Events staff one month prior to the event to ensure that all needs are met.

Guest Lodging

Residence Halls

Residence Halls are available June 1 through July 31 (subject to change). Residence halls are furnished with two twin beds, dressers and desks with chairs. Guests must bring their own bedding, bath linens, toiletries, and other personal items during their stay. Optional bed linen packages may be available for an additional cost.

Our restroom and shower facilities are community style, so men and women will be assigned to separate buildings or floors. The group contact person is to provide Conference Services a list of room assignments at least two weeks prior to the event. Additional charges may apply to accommodate last minute 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 range from: One staff member for every five campers ages 4 and 5; one staff member for every six campers ages 6 to 8; one staff member for every eight campers ages 9 to 14; and one staff member for every 10 campers ages 15 to 17. At day camps the ratios range from: one staff member for every six campers ages 4 and 5; eight campers ages 6 to 8; one staff member for every 10 campers ages 9 to 14; and one 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.*

Guaranteed minimum numbers for housing and meals must be submitted at least 30 days prior of event. In the circumstance that the event does not reach estimated attendees; purchaser will be responsible for paying at least 80% of the total estimated fees at the minimum.

Groups are responsible for providing proper supervision for their participants. Supervisors must be present at all times whether in the residence halls, athletic fields, cafeteria or open areas. **Overnight camps/conferences are required to have a designated Medical First Aid Responder on campus at all times during their event.** All injuries or emergency incidents must be reported to Campus Security and Conference Services as soon as possible. Campus Security (available 24 hours a day): (425)864-1552

At the end of the camp/conference, the conference attendant or staff will walk through the dorms with the camp director to check for damages and cleanliness in each room, bathroom, and common area. If not up to the standards for the next group, an additional cleaning fee will be added to the final invoice or withheld from the deposit.

Cancellations

On the rare occasion that a cancellation occurs, a fee will be charged to the client. If cancellation occurs one month prior to the event date, 25% of the initial quote is due. If cancellation occurs one week prior to the event date, 50% of the initial quote is due.

Additional Fees & Services

University Attendant

A University Attendant is required for all events in the Pavilion, Chapel or Athletic facilities (including PSAA field) for the full duration of your event. The number of attendants required will be based on the group size and complexity of the event.

Tables and Chairs

Tables and chairs are available for an additional charge. Set-up charges may apply. A convenience fee may be charged for last minute bookings.

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. NE
Kirkland, WA 98033

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.

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 due at the conclusion of event.
6. Guest groups are required to provide their own liability and accident insurance. Proof of insurance coverage must be submitted to Conference Services along with the signed Event Order. It is necessary for Northwest University to be listed as an additional insured party.
7. A damage deposit of \$500-\$1,000 is required. The check will be held to be used towards any damages or broken policies that may occur during use of the facility.
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 respectful of the mission statement and core values of Northwest University.
10. Proper supervision of participants and guests is required. 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.
11. Facilities must be left in the same condition they were found. Additional fees may be applied.
12. Prices are subject to change without notice.
13. 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.
14. Facility may be visited by appointment only. Please contact Conference Services at conferences@northwestu.edu.