

FACILITY USE GUIDELINES:

- All reservations require a \$50 deposit (\$200 auditorium) plus rental/setup fees
- WCC reserves the right to cancel/reschedule an event if there is an unforeseen conflict
- Please allow up to 1 week for processing; fees are due at time of confirmation
- Tables/chairs/equipment are NOT to be repositioned or borrowed from another area
- WCC campus cannot be used for outside fundraisers or for-profit uses
- Weddings are only available for active WCC members and immediate family

FACILITY AREAS AVAILABLE FOR RENTAL:

ROOM	CAPACITY	SETUP	COST
Auditorium	500 with chairs as-is 200 with tables/chairs	500 chairs in rows (normal setup) 200 with 25 round tables and chairs	\$500 rental as-is +\$150 different setup +\$50/hour for each technician: audio, video, 2 hr minimum
Student Center	75 with chairs as-is 48 with chairs/tables	75 chairs in rows 48 with 10 round tables and chairs	\$100 as-is +\$50 tables/chairs
Cafe*	24 with tables/chairs as-is	6 tables with 4 chairs *Carpeted area only, not entire lobby	\$50 as-is
Conference Room	10 with table/chairs	Professional seating and conference table	\$50 as-is
205 Classroom	30 as-is	Children's classroom	\$50 as-is
206 Classroom	30 as-is	Children's classroom	\$50 as-is
207 Classroom	40 as-is 65 with chairs only	Tables in U-shape for 20, plus 20 additional seats on perimeter	\$50 as-is +\$25 different setup
208 Classroom	30 as-is 45 with chairs only	4 tables in square shape with 15 chairs, 15 additional chairs	\$50 as-is +\$25 different setup
209 Classroom	55 as-is, no tables	55 chairs in rows	\$50 as-is +\$25 different setup