



**Northwest**  
**UNIVERSITY**

Conference and Event Services  
Facility Rental Guide & Lease Agreement

5520 108<sup>th</sup> Avenue NE | Kirkland, WA 98033 | 425.889.5362  
[conferences@northwestu.edu](mailto:conferences@northwestu.edu) | [www.northwestu.edu/conferences](http://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 general public throughout the year. We service nonprofit 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 chaperones and staffing 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 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 with the signed and returned contract, which finalizes the lease agreement and reserves the facilities. A 50% deposit is required at the time of the event; 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 your Internal Revenue Service Exemption Letter or Registration Form from the State indicating that your organization is incorporated as a non-profit organization as well as a signed W-9.

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.

## Residence Halls

Residence Halls are available June 1 through August 1. 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. Please note that garbage cans are not available in each room but available in each hallway. 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. 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. If a mixed gender hall is required due to space constrictions, then said 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 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.*

## Catering and Food Services

### Pioneer Catering

Northwest University offers custom catering for your special events through Pioneer Caterers. Breakfast, lunch and dinner are also served daily in the Caf (NU's dining hall) which seats up to 240 guests. To preview a menu, please contact Conference Services. In order to ensure your event is successful, all changes to your menu, guaranteed guest count and event arrangements must be confirmed three (3) days prior to your event. **Final guaranteed numbers for summer camps is 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 guarantee number. Arrangements can be made for your group to dine in the Caf during your stay.

## 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

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. Any additional rental equipment needed for an event may require an additional charge.*

## Cancellation

On the rare occasion that a cancellation occurs, we will not bill for expenses if the cancellation occurs at least three business days prior to the event. If cancellation occurs within three business days of the event, you will be billed for any incurred expenses related to preparation for the event.

## Chapel Reservations

Butterfield Chapel is available to rent and is a great venue for conferences and large gatherings up to 450 guests. The chapel comes equipped with a newly renovated stage, 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 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. *Saturday events must conclude no later than 6:00 p.m. with all items removed by 9pm.*

## 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. Equipment provided 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.

## Additional 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.

### 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 108<sup>th</sup> Ave. N.E.  
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.

# Supervisors and Security Protocol

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) 889-5500

## Transportation

For airport transportation available 24 hours a day, we recommend Shuttle Express (online at [www.shuttleexpress.com](http://www.shuttleexpress.com) or call (425) 981.7000) which offers pickup/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 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 due at checkout or 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 supportive 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. 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.
- 14. Facility may be visited by appointment only. Please contact Conference Services at [conferences@northwestu.edu](mailto:conferences@northwestu.edu).

# Agreement

The undersigned hereby makes application for use of the Northwest University facilities described above and certifies that the information given in the application is correct. The undersigned further agrees that the applicant will observe all the listed rules and regulations. The applicant agrees to exercise the utmost care in the use of the premises and property and to leave them in a neat and tidy manner. The applicant agrees to indemnify and hold Northwest University harmless against all liability. The applicant further agrees to reimburse Northwest University for any damage arising from the applicant's use of the facilities. The facility rental policies are a part of this agreement.

Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Organization: \_\_\_\_\_

Date: \_\_\_\_\_