



Bellevue College Events Department

RENTAL PRICES

10/17/2024

Plan your next meeting, conference, or special event at Bellevue College. Enjoy our beautiful setting with convenient access, parking, internet connections, and on-site catering and audio-visual staff. A range of facilities, rental equipment and support services are provided at reasonable rates.

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Frequently Asked Questions

What are the requirements to rent space from Bellevue College?

- A minimum of 10 business days prior to the event date the following items must be submitted:
 - A Certificate of Insurance (COI) for \$2 million
 - A signed contract
 - A 20% deposit for events exceeding \$1,000

What are the document submittal timelines?

- The following documents must be submitted at least 10 business days before your event.
 - \$2 million COI
 - Signed contract
 - 20% deposit for events exceeding \$1,000
 - Proof of non-profit status
 - If an outside caterer is approved, the caterer's business license and county health permit.

Is there a special rate for non-profit organizations?

- Yes, there are discounted rates for non-profit organizations.
- Non-profits must provide a copy of a currently valid IRS tax exemption certificate as verification to receive the non-profit rate.
- Verification of non-profit status must be provided at least 20 business days before the event.
- State agencies may also receive the non-profit rate for rentals.

Can I provide my own food?

- Bellevue College policy [6700 – Food Services](#) states: “Any opportunity for food service on the Bellevue College campus must be offered to Bellevue College Food Services director prior to arrangement to cater food from an outside vendor, including refreshments and/or beverages for all campus events, unless Food Services director has been notified of the arrangement.”
- The renter may offer individually factory prepackaged food and beverage items with the approval of the Director of Food Services and Events.
- Please note that external catering must be coordinated by Events Office staff and has a charge of \$55/hour with a two-hour minimum coordination fee. For orders under \$200 a flat rate fee of \$28 will be applied.
- If approved for outside catering, the Food Services and Events Office can provide a list of preferred caterers upon request. Preferred caterers have been confirmed to meet health and safety standards. Other outside caterers are allowed upon approval of the Director of Food Services and Events. The outside caterer must provide a copy of their business license and county health permit 10 business days before the event.

Can I serve alcohol at my event?

If alcoholic beverages are to be served on BC property, the user must file an Alcohol Permit Request Form and obtain a [Banquet Permit](#) from the State Liquor and Cannabis Control Board. Both forms must be returned and filed with the Events Office 30 days prior to the event. See BC [policy 6150](#) and

procedure and procedure [6150P Serving Alcoholic Beverages on Campus](#) for further information. Additional requirements for events where alcoholic beverages are served:

- At least one BC Public Safety Officer will be required for the entire event at the renter's cost.
- A licensed bartender(s) will be required. The renter can either bring their own licensed bartender or hire a BC bartender at renter's cost. The renter must provide a copy of the bartender's license to the Events Office 30 days prior to the event.
- The renter must comply with all Banquet Permit requirements and conditions, including limiting service to a specific room or designated area identified on the permit application and ensuring individuals under 21 years of age are not supplied with or allowed to consume alcohol at the event.
- The Banquet Permit must be posted in a conspicuous place at all times during the event.

Pricing for Personnel and Parking

Pricing for Personnel

Please note, rental costs do not include event support personnel required for the event or parking. Personnel hourly rates are listed below and apply to both internal and external clients. Personnel hours are scheduled a minimum of four hours per event. Please note that personnel prices will be increasing from \$53 to \$55/hour effective November 1, 2024.

- Public Safety \$61/hour
- Porters \$55/hour
- Event Coordinator \$55/hour
- Theater Technician \$55/hour
- Audio Visual Technicians for basic event support \$55/hour
- Audio Visual Technicians for complex event support \$75/hour
- Live Streaming (Cost varies per event)

Pricing for Parking

Parking costs \$3 per vehicle for the entire day. If you would like to pay for your guests' parking, you may rent parking lots (prices and sizes vary) or ask your event coordinator for a parking promo code to share with your guests. Please visit the [Public Safety website](#) for more parking information and a map of parking lots.

Pricing for Bellevue College Groups

Bellevue College groups (internal) may reserve meeting rooms without charge except for the third floor U Building event spaces and U Building lobbies. Personnel, parking, and other resources prices apply.

Rental Prices

Please note that all locations listed have a four-hour minimum reservation time unless otherwise noted. Hourly prices are applied thereafter.

Student Success Center Multipurpose Rooms

The Student Success Center (or U Building) offers a range of small, medium, and large multipurpose rooms. The Gary F. Locke Ballroom (U301AB), U312/U313, and U208/U209 multipurpose rooms can be rented as combined rooms or separated by a movable wall divider in each of the three locations.

Student Success Center Large Meeting Rooms

Gary F. Locke Ballroom | U301AB Combined Rooms

Standard - \$3,000 first 4 hours and \$750 hourly

Non-profit - \$1,600 first 4 hours and \$400 hourly

BC Internal Groups - \$650 first 4 hours and \$162.50 hourly

Gary F. Locke Ballroom | U301A or U301B Individual Rooms

Standard - \$1,500 first 4 hours and \$375 hourly

Non-profit - \$800 first 4 hours and \$200 hourly

BC Internal Groups - \$325 first 4 hours and \$81.25 hourly

Student Success Center Medium Meeting Rooms

U312 and U313 Combined Rooms

Standard - \$1,040 first 4 hours and \$260 hourly

Non-profit - \$720 first 4 hours and \$180 hourly

BC Internal Groups - \$90 daily rate

U312 or U313 Individual Rooms

Standard - \$520 first 4 hours and \$130 hourly

Non-profit - \$360 first 4 hours and \$90 hourly

BC Internal Groups - \$45 daily rate

Student Success Center Small Meeting Rooms

U208 and U209 Combined Rooms

Standard - \$640 first 4 hours and \$160 hourly

Non-profit - \$400 first 4 hours and \$100 hourly

U208 or U209 Individual Rooms

Standard - \$320 first 4 hours and \$80 hourly

Non-profit - \$200 first 4 hours and \$50 hourly

Student Success Center Lobbies

U Building Lobbies | 1st, 2nd, 3rd Floors

Standard - \$500 hourly per floor

Non-profit - \$375 hourly per floor

BC Internal Groups - \$187.50 hourly per floor

Please note that the third floor lobby is included in U301AB or U312/U313 room rentals, as available, and does not have an additional fee.

Additional Performance, Conference, and Meeting Locations

C Building Locations

Cafeteria Dining Hall | C115

Standard - \$560 first 4 hours and \$140 hourly

Non-profit - \$420 first 4 hours and \$105 hourly

Garden Room | C130AB

Standard - \$160 first 4 hours and \$40 hourly

Non-profit - \$120 first 4 hours and \$30 hourly

C Building Lobby | C100A

Standard - \$260 first 4 hours and \$65 hourly

Non-profit - \$200 first 4 hours and \$50 hourly

D Building Locations

Library Media Center Event Center | D106

Standard - \$220 first 4 hours and \$55 hourly

Non-profit - \$160 first 4 hours and \$40 hourly

E Building Locations

Carlson Theatre | E200

Standard - \$740 first 4 hours and \$185 hourly

Non-profit - \$560 first 4 hours and \$140 hourly

Carlson Theatre Lobby | E100

Standard - \$260 first 4 hours and \$65 hourly

Non-profit - \$200 first 4 hours and \$50 hourly

N Building Locations

PACCAR Atrium | N201

Standard - \$480 first 4 hours and \$120 hourly

Non-profit - \$420 first 4 hours and \$105 hourly

N Building Lobby | N200

Standard - \$260 first 4 hours and \$65 hourly

Non-profit - \$200 first 4 hours and \$50 hourly

Classrooms, Computer Labs, and Small Meeting Rooms Across Campus

Small Meeting Rooms

Standard - \$140 first 4 hours and \$35 hourly

Non-profit - \$120 first 4 hours and \$30 hourly

Standard and Electronic Classrooms

Standard - \$180 first 4 hours and \$45 hourly

Non-profit - \$140 first 4 hours and \$35 hourly

Computer Labs

Standard - \$500 first 4 hours and \$125 hourly

Non-profit - \$420 first 4 hours and \$105 hourly

Athletics Facilities

For additional information please visit our [Athletics website](#).

Courter Family Athletic Pavilion

Full Gym

- \$150 hourly for weekend events
- \$120 hourly for weekend practices

1/3 Court

- \$40 hourly for weekday practices per court

Outdoor Fields

Courter Baseball Field

- \$100 hourly field rate
- \$25 hourly rate for field lights

Soccer/Softball Field Complex

- \$125 hourly field rate
- \$40 hourly rate for field lights

Soccer Field

- \$75 hourly field rate
- \$20 hourly rate for field lights

Softball Field

- \$50 hourly field rate
- \$20 hourly rate for field lights

Student Success Center Locations



U301AB Multipurpose Rooms

The Gary F. Locke Ballroom, located on the top floor of the Student Success Center (U Building), features floor to ceiling windows on two walls with beautiful views of the campus and downtown Bellevue skyline. The ballroom is ideal for large conferences, banquets, ceremonies, and performances. The room can be divided into two rooms with a retractable wall for smaller settings. Each room has two projectors and screens.

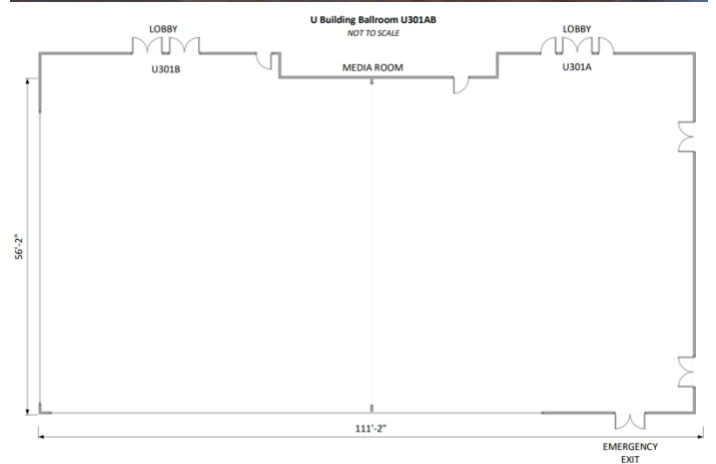
The initial four hour rental includes 12 hours of personnel support (set up and breakdown). An hourly rate will be applied thereafter for the location and personnel.

Capacity of combined rooms:

- Standing room: 300
- Theatre: 300
- Round dining tables: 265

Approximate room dimensions:

- Combined rooms: 111'2" x 56'2"
- Individual rooms:
 - U301A – 56'4" x 56'2"
 - U301B – 54'8" x 56'2"



Student Success Center Locations

U312 and U313 Multipurpose Rooms

Multipurpose rooms, conveniently located next to the U301AB ballroom, accommodate large meetings, seminars, presentations, and social events. Equipped with a retractable wall, the room can be divided into two rooms for a smaller setting. Each room has one projector and screen.

Capacity of combined rooms:

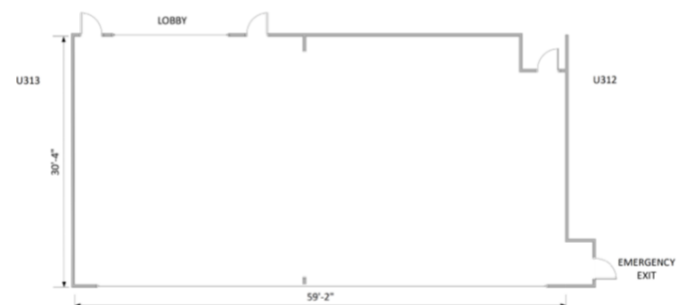
- Standing room: 100
- Theatre: 85
- Classroom: 72
- Table pods: 72

Approximate room dimensions:

- Combined rooms: 20'4" x 59'2"
- Individual rooms:
 - U312 – 30'4" x 28'
 - U313 – 30'4" x 31'2"



U Building Multipurpose Rooms U312 & U313
NOT TO SCALE



Student Success Center Locations

U208 and U209 Multipurpose Rooms

Multipurpose rooms, located one floor down from the U301AB ballroom, accommodate medium sized meetings, seminars, presentations, and social events. Equipped with a retractable wall, the room can be divided into two rooms for a smaller setting. Each room has one projector and screen.

Capacity of combined rooms:

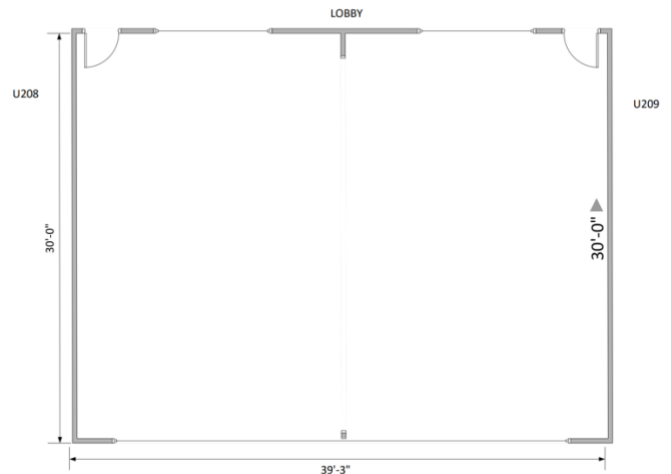
- Standing room: 80
- Theatre: 52
- Classroom: 32
- Table pods: 32

Approximate room dimensions:

- Combined rooms: 30' x 39'3"
- Individual rooms:
 - U208 – 30' x 19'5"
 - U209 - 30' x 19'5"



U Building Multipurpose Rooms U208 & U209
NOT TO SCALE



Student Success Center Locations

U Building Lobbies

Add a lobby reservation to your event and create a space to welcome guests. Lobbies are ideal for setting up conference check-in and information tables, pop-up backgrounds for selfies, refreshments, or brown bag lunch pick-ups. Help reduce disruptions to conference presentations by adding a lobby reservation to supplement room reservations. Please note lobby reservations may only be available outside of regular business hours.

Capacity:

- 1st floor lobby: 150
- 2nd floor lobby: 75
- 3rd floor lobby: 100

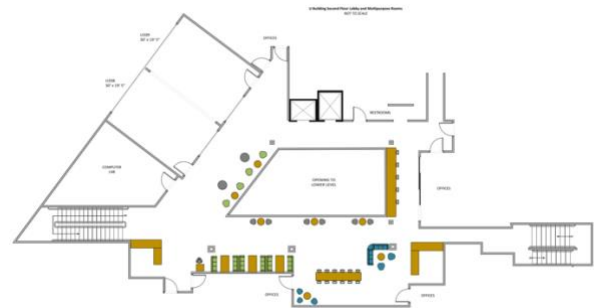
Approximate room dimensions:

Lobby sizes vary in dimension and may be restricted in size due to college offices and reception spaces. Please consult the Events Office for more information on availability.

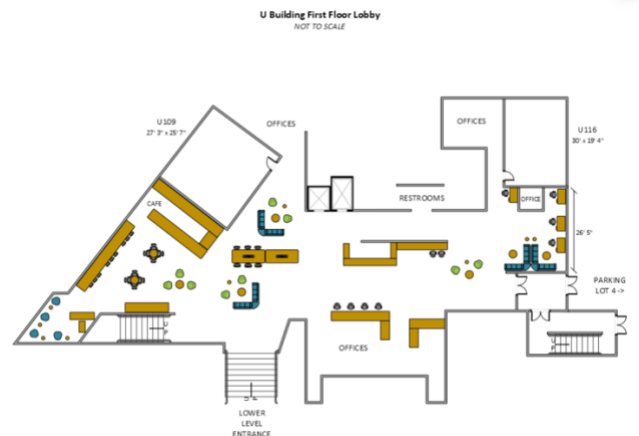
SSC Third floor



SSC Second floor



SSC First floor



C Building Locations

Cafeteria Dining Hall (C115)

The cafeteria dining hall is ideal for banquets, performances, and conferences. The cafeteria has one projector, a large screen, and microphones. Availability may be limited to after 6pm on weekdays during the quarter.

Capacity:

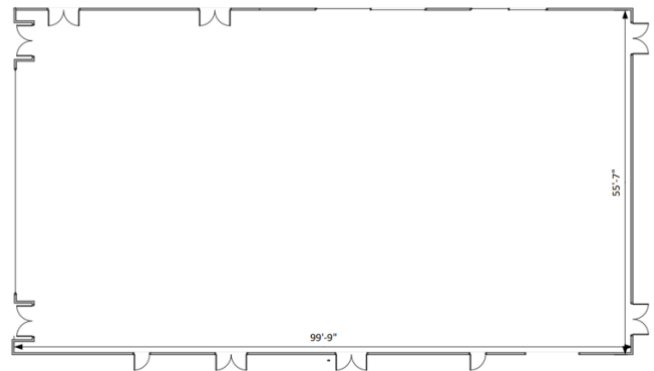
- Theater: 250
- Tables and chairs: 200

Approximate room dimensions:

- 99'-9" x 55'-7"



C Building Cafeteria C115
NOT TO SCALE

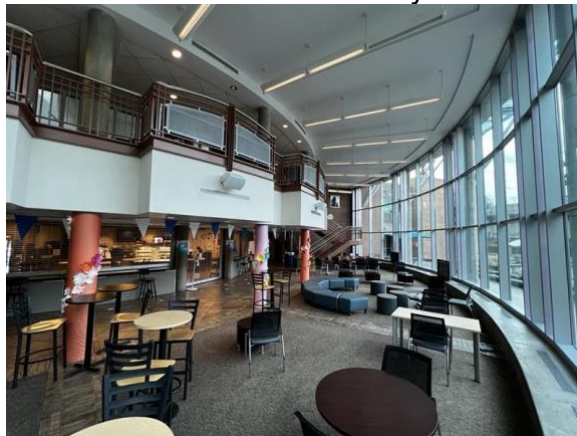


C Building Lobby (C100A)

The lobby is well suited for event registrations or vendor tabling for events in the cafeteria. Please note lobby reservations may only be available outside of regular business hours.

Capacity: 88

Approximate room dimensions: Lobby size may be restricted due to college activities. Please consult the Events Office for more information on availability.



Garden Room (C130AB)

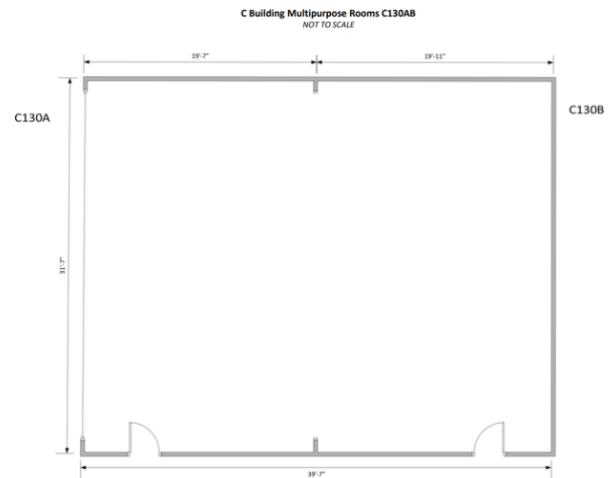
Multipurpose room adjoining the cafeteria. Equipped with a retractable wall, it can be divided into two rooms for breakouts, presentations, or small gatherings. The combined room has one projector and screen in C130B.

Capacity:

- Theater: 75
- Tables and chairs: 42

Approximate room dimensions:

- Combined rooms: 39'7" x 31'7"
- Individual rooms:
 - C130A – 19'7" x 31'7"
 - C130B - 19'11" x 31'7"



Updated 5/9/2023

N Building Locations

Paccar Atrium (N201)

The Paccar Atrium is ideal for presentations, film viewings, and seminars with tiered seating. The room is equipped with a computer console at a lectern, microphone, three large screens, and a sound system. There is a lobby adjacent to the Paccar Atrium which can be reserved outside of regular business hours.

Capacity: 100



N Building Lobby (N200)

The lobby is well suited for event registrations and receptions for events in the Paccar Atrium. Please note lobby reservations may only be available outside of regular business hours.

Capacity: 88

Approximate room dimensions: Lobby size may be restricted due to college activities. Please consult the Events Office for more information on availability.

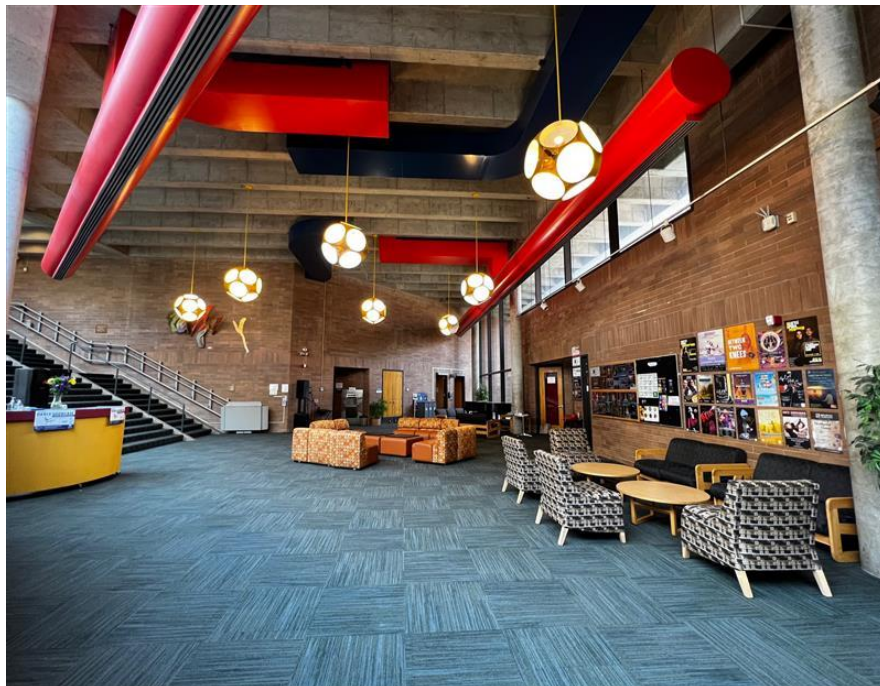


E Building Locations

Carlson Theatre and Lobby

The Carlson Theatre is the perfect location for performances, music, formal lectures, ceremonies, and graduations. The adjoining lobby is ideal for welcoming attendees.

Capacity: 300



D Building Locations

Library Media Center (LMC) Event Center (D106)

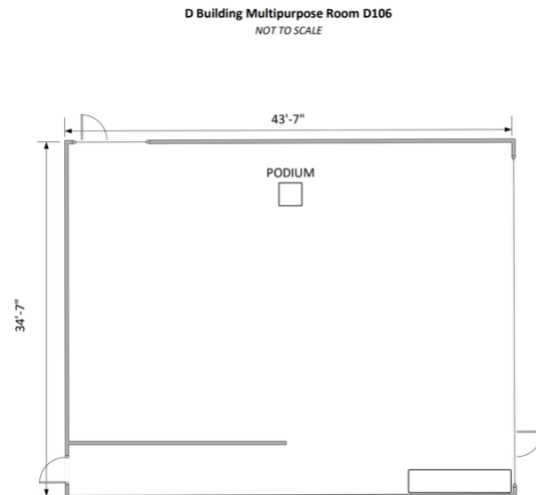
The LMC Event Center is a multi-purpose room that accommodates large meetings, seminars, trainings, and social events. The LMC is conveniently located next to the cafeteria dining hall. The room is equipped with two projectors and screens, a computer, lectern, microphone, and white boards.

Capacity:

- Standing room: 80
- Theatre: 80
- Horseshoe: 26
- Table pods: 24

Approximate room dimensions:

- 43'7" x 34'7"



Gym and Athletic Fields

For additional information about gym and athletic field rentals please visit the [BC Athletics Facilities](#) website. The athletics complex includes a gym with three courts, baseball field, softball field, and soccer field.

Capacity: The bleachers at the north and south ends of the gym seat 910 each. The center court can also accommodate additional seating with folding chairs.



Parking

The college has a five-story parking garage and ample parking lots on campus. Daily visitor parking permits are \$3 per vehicle and can be purchased through our website on or on campus. If you would like to pay for guest parking, individual permits can be purchased for attendees through promo codes or a parking lot may also be reserved. Please note some lots may only be available for rental on evenings and weekends during the academic quarter. Prices vary by capacity, please find additional details below.



<i>Rate Schedule</i>	<i>Cost per lot per day</i>	<i>Approximate Number of Parking Spaces</i>
Parking Garage All Floors	\$3,000	1029
Parking Garage Per Floor	\$600	205
Parking Lot Large Tier 1	\$600	190 to 200
Parking Lot Large Tier 2	\$800	269
Parking Lot Medium Tier 1	\$350	115
Parking Lot Medium Tier 2	\$400	120 to 135
Parking Lot Medium Tier 3	\$450	150
Parking Lot Small Tier 1	\$50	Up to 25
Parking Lot Small Tier 2	\$150	35 to 50
Parking Lot Small Tier 3	\$200	70 to 80

Frequently Used Parking Lots for Events

Please contact the Events Office for inquiries about other parking lots. The list below includes the most commonly used parking lots. Please visit the [Public Safety website](#) for a map of parking lots.

Parking Garage

Location	Rate Schedule	Cost per lot by tier	Approximate Number of Parking Spaces
Parking Garage	Parking Garage All Floors	\$3,000	1029
Parking Garage P-1	Parking Garage Per Floor	\$600	205
Parking Garage P-2	Parking Garage Per Floor	\$600	205
Parking Garage P-3	Parking Garage Per Floor	\$600	205
Parking Garage P-4	Parking Garage Per Floor	\$600	205
Parking Garage P-5	Parking Garage Per Floor	\$600	205

Large Parking Lots

Location	Rate Schedule	Cost per lot by tier	Approximate Number of Parking Spaces
Parking Lot 6	Parking Lot Large Tier 1	\$600	198
Parking Lot 7	Parking Lot Large Tier 1	\$600	188
Parking Lot 8	Parking Lot Large Tier 1	\$600	191
Parking Lot 1-A	Parking Lot Large Tier 2	\$800	269
Parking Lot 1-B	Parking Lot Large Tier 2	\$800	269

Medium Parking Lots

Location	Rate Schedule	Cost per lot by tier	Approximate Number of Parking Spaces
Parking Lot 12	Parking Lot Medium Tier 1	\$350	116
Parking Lot 3-A	Parking Lot Medium Tier 2	\$400	134
Parking Lot 3-B	Parking Lot Medium Tier 2	\$400	134
Parking Lot 5	Parking Lot Medium Tier 2	\$400	123
Parking Lot D-1	Parking Lot Medium Tier 2	\$400	121
Parking Lot 10	Parking Lot Medium Tier 3	\$450	151

Small Parking Lots

Location	Rate Schedule	Cost per lot by tier	Approximate Number of Parking Spaces
Parking Lot 18	Parking Lot Small Tier 1	\$50	23
Parking Lot F-2	Parking Lot Small Tier 1	\$50	15
Parking Lot 13	Parking Lot Small Tier 2	\$150	45
Parking Lot 15	Parking Lot Small Tier 2	\$150	49
Parking Lot 19	Parking Lot Small Tier 2	\$150	37
Parking Lot 14	Parking Lot Small Tier 3	\$200	77
Parking Lot 16	Parking Lot Small Tier 3	\$200	73
Parking Lot 17	Parking Lot Small Tier 3	\$200	69
Parking Lot 4	Parking Lot Small Tier 3	\$200	77

Additional Information

Reservations

Please contact our Events Office at rentals@bellevuecollege.edu to request a reservation or for more information. Our staff can help recommend locations and assist with event logistics. Please note that some locations may be limited in availability to outside regular business hours and College activities. Reservations may be made up to six months in advance.

Catering

The College offers a variety of catering options. Please visit our [catering website](#) for light refreshment and lunch options. Additional catering options are also available by request. Our staff usually delivers and sets up catering 15 minutes prior to your event or per a prior arrangement.

Cancellation Policy

If facilities and services will not be used as scheduled, for any reason, notice must be provided in writing at least three business days in advance. For events where the room capacity exceeds 80 people (e.g., the theatre, gym, cafeteria, ballroom, etc.), there is a minimum notice of 21 business days for cancellation. Cancellations within these timelines will have deposits refunded.

Bellevue College Commitment

We commit to great customer service and sustainability.

Hours of Operation

Monday – Friday 8 a.m. – 5 p.m.
Weekends and evenings by appointment only.

Personnel Services

Please note that personnel fees are not included in room reservations. Events that serve alcohol and with 100 guests or more require a Public Safety Officer. Events may require additional personnel depending on size and services provided. The Events Office will provide a cost estimate for reservations.

Contact Us

BC Events and Facility Rentals
(425) 564-3336
rentals@bellevuecollege.edu