



Bellevue College Events Department

RENTAL PRICES

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?

- **Advance Reservation Policy:**
Bellevue College does not accept facility reservation requests for more than six months in advance. As an institution of higher education, academic programming and faculty scheduling take priority, and instructional planning typically occurs within a six-month timeframe. This policy ensures that college facilities remain available to support educational needs while accommodating external events when space is available.
- A minimum of 14 calendar days prior to the event date the following items must be submitted:
 - A Certificate of Insurance (COI) for \$2 million.
 - A signed contract.
 - A deposit of 90% of the estimated cost for the event is required a minimum of 14 calendar days in advance of the event. Any changes in the estimated cost will be billed or refunded after the event.

What are the document submittal timelines?

- The following documents must be submitted at least 14 calendar days before your event.
 - \$2 million COI.
 - Signed contract.
 - A 90% deposit of the estimated event cost.
 - Proof of non-profit status.
 - If an outside caterer is approved, the caterer's business license, county health permit, and a completed Bellevue College Catering Vendors Form, signed by the caterer.

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 14 calendar days before the event.
- State agencies may also receive the non-profit rate for rentals.

Can I provide my own food?

- All events involving food and beverages must be coordinated through the Food Services and Events Office (including but not limited to light refreshments and meals). A menu of popular items can be found on the Renting Facilities website. Additional menus and customized meals are available by request. Any arrangement for outside catering must be approved by the Director of Food and Events Services. This includes all forms of catered food, refreshments, and beverages. If outside catering is approved, the Director of Food and Events Services can provide a list of caterers with valid permits and credentials. If a different caterer is proposed, they must submit their business license, county health permit, and agree to comply with Bellevue College policies and procedures at least 21 business days before the event.

Can I serve alcohol at my event?

If alcoholic beverages are to be served on Bellevue College property, the user must file a Bellevue College Alcohol Permit Request Form. A Banquet Permit from the State Liquor and Cannabis Control Board is also required if a professional catering or bartending company is not being hired. Both forms must be returned and filed with the Events Office 30 days prior to the event. See Bellevue College [policy 6150](#) and procedure and procedure [6150P Serving Alcoholic Beverages on Campus](#) for further information. Additional requirements for events where alcoholic beverages are served include:

- At least one security 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 Bellevue College 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.

- Public Safety \$61/hour
- Custodial \$55/hour
- Porters \$55/hour
- Event Coordinator \$55/hour
- Theater Technician \$55/hour
- Space Management \$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)

Event Coordination & Space Management (External Rentals)

For all external rentals, a Bellevue College Event Coordinator may be required to be present for the duration of the event to provide facility access, ensure compliance with college policies, and oversee use of the space. This role is limited to venue and space management and does not include event setup, breakdown, loading or unloading, or client-directed event support. A space management fee of \$55 per hour applies.

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, kitchen, and U Building lobbies. Personnel, parking, and other resource fees apply.

Rental Prices

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

Rate Adjustment Notice

New rental rates apply to events scheduled on or after July 1, 2026. Please note that rental rates are determined by the event date, not the booking date. Events occurring on or after July 1, 2026, will be subject to increased rental rates shown below.

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
- \$3,200 first 4 hours and \$800 hourly (rates starting July 1, 2026)

Non-profit

- \$1,600 first 4 hours and \$400 hourly
- \$1,950 first 4 hours and \$487.50 hourly (rates starting July 1, 2026)

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
- \$1,600 first 4 hours and \$400 hourly (rates starting July 1, 2026)

Non-profit

- \$800 first 4 hours and \$200 hourly
- \$975 first 4 hours and \$243.75 hourly (rates starting July 1, 2026)

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 Catering Kitchen

A catering kitchen is located on the third floor adjacent to the U301AB and U312/U313. The kitchen includes a dishwasher, an ice machine, coffee maker, small oven, a refrigerator, freezer, and stainless steel counters.

Standard - \$500 for 6 hours

Non-profit - \$325 for 6 hours

BC Internal Groups - \$200 for 6 hours

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
- *\$645 first 4 hours and \$162.50 hourly (rates starting July 1, 2026)*

Non-profit

- \$420 first 4 hours and \$105 hourly
- *\$441 first 4 hours and \$110.25 hourly (rates starting July 1, 2026)*

Garden Room | C130

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
- *\$800 first 4 hours and \$200 hourly (rates starting July 1, 2026)*

Non-profit

- \$560 first 4 hours and \$140 hourly
- *\$620 first 4 hours and \$162.50 hourly (rates starting July 1, 2026)*

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
- *\$600 first 4 hours and \$138 hourly (rates starting July 1, 2026)*

Non-profit

- \$420 first 4 hours and \$105 hourly
- *\$483 first 4 hours and \$120.75 hourly (rates starting July 1, 2026)*

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

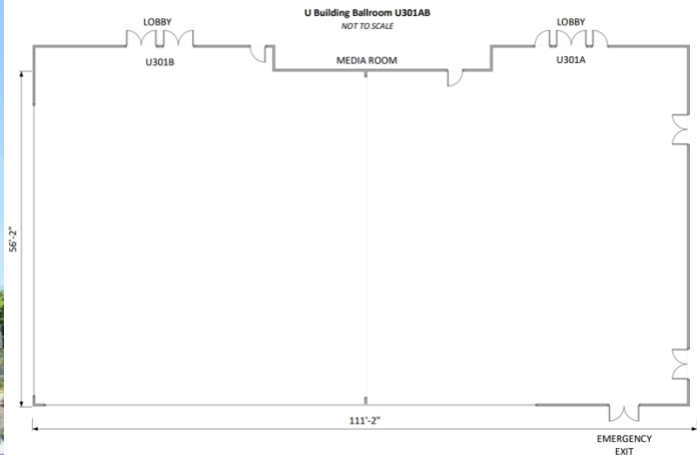
Soccer Field

- \$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



Gary F. Locke Ballroom U301AB Combined Rooms

Located on the top floor of the Student Success Center (U Building), the Gary F. Locke Ballroom, , features floor to ceiling windows on two sides with expansive views of the campus and the downtown Bellevue skyline. This versatile space is well suited for large conferences, banquets, ceremonies, performances and other special events.

The room can be divided into two separate rooms using a retractable wall, allowing for smaller or concurrent gatherings. Each room is equipped with two projectors and screens.

A 12' x 16' stage is available in the combined rooms (U301AB) at no additional cost when located according to one of the four standard floor plans. The stage includes a podium and one wireless microphone. Additional microphones, a larger stage configuration, or deviations from the standard floor plans are available for an additional fee ranging from \$50 to \$300.

The initial four-hour rental includes 8 hours of personnel support (set up and breakdown). An hourly rate will be applied thereafter for the location and personnel.

Capacity of combined rooms:

- Theatre: 425
- 33 Banquet tables 72": 265

Approximate room dimensions:

- Combined rooms:
 - 111' x 56 (6,216 sf)
- Individual rooms:
 - U301A – 56' x 56' (3,136 sf)
 - U301B – 55' x 56' (3,080 sf)

Rental prices 4-hour block, hourly rate:

- Standard: \$3,200, \$800/hr
- Non-profit: \$1,950, \$487.50/hr
- BC Internal Groups: \$650, \$162.50/hr

Additional Fees which may Apply

- Stage: \$50 - \$300
- Alternate Floor Plan: \$110 - \$330
- Custodial: \$165 - \$330
- Public Safety: \$183 - \$427
- Event Coordinator: \$55 - \$330
- Porter: \$55 - \$330
- Space Management \$55/hr
- Audio Visual Technicians for basic event support \$55/hour
- Audio Visual Technicians for complex event support \$75/hour
- Live Streaming (Cost varies per event)



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, and microphone.

Capacity of combined rooms:

- Theatre: 120
- Classroom: 80
- Table pods: 64

Approximate room dimensions:

- Combined rooms:
 - 30' x 59' (1,770 sf)
- Individual rooms:
 - U312 – 30' x 28' (840 sf)
 - U313 – 30' x 31' (930 sf)

Combined room rental prices 4-hour block, hourly rate:

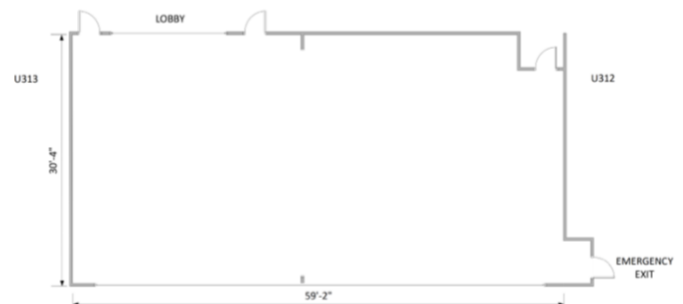
- Standard - \$1,040, \$260/hr
- Non-profit - \$720, \$180/hr
- BC Internal Groups - \$90/day

Additional Fees which may Apply

- Custodial: \$55 - \$220
- Public Safety: \$183 - \$427
- Event Coordinator: \$55 - \$330
- Porter: \$55 - \$330
- Space Management \$55/hr
- Audio Visual Technicians for basic event support \$55/hour
- Audio Visual Technicians for complex event support \$75/hour



U Building Multipurpose Rooms U312 & U313
NOT TO SCALE



Student Success Center Locations

U208 and U209 Multipurpose Rooms

Multipurpose rooms, located on the second level, 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:

- Theatre: 52
- Classroom: 24
- Table pods: 32
- Boardroom: 32

Approximate room dimensions:

- Combined rooms:
 - 30' x 39' (1,170 sf)
- Individual rooms:
 - U208 – 30' x 19'5" (585 sf)
 - U209 - 30' x 19'5" (585 sf)

Combined room rental prices 4-hour block, hourly rate:

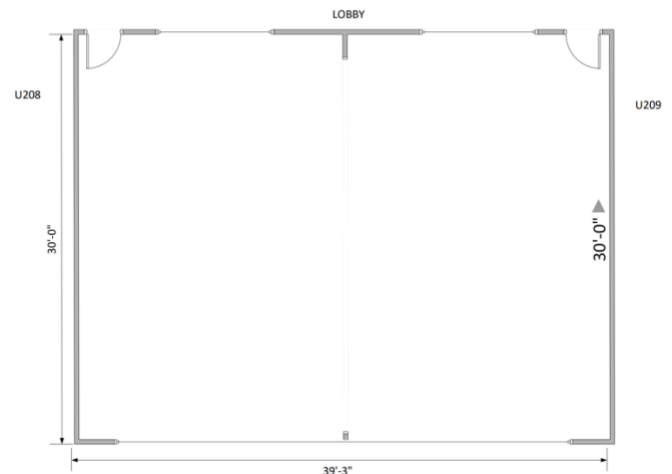
- Standard: \$645, \$162.50/hr
- Non-profit: \$441, \$110.25/hr

Additional Fees which may Apply

- Custodial: \$55 - \$110
- Event Coordinator: \$55 - \$330
- Porter: \$55 - \$330



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

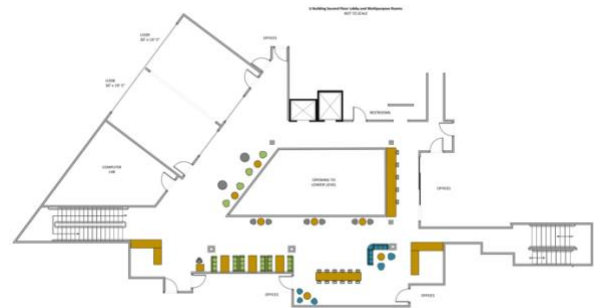
Approximate room dimensions:

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.

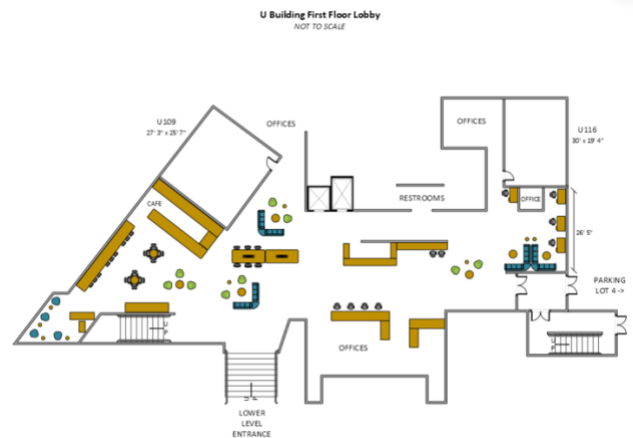
SSC Third floor



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 up to two microphones. Availability may be limited to after business hours on weekdays during the quarter.

Floor Layout and Setup Information

A standard floor layout plan is used daily in the cafeteria and serves as the default setup for all rentals. Clients are welcome to use this existing layout at no additional cost. If a different floor plan is desired, clients may arrange the space themselves and are responsible for resetting the room back to the standard layout at the conclusion of their event. Alternatively, clients may choose to have our team handle the setup and reset for a personnel fee ranging from \$110 to \$330, depending on the scope of the request. Please let us know your preference in advance so we can best support your event needs.

Capacity:

- Theater: 250
- Tables and chairs: 200

Approximate room dimensions:

- 100' x 56' (5,600 sf)

Rental prices 4-hour block, hourly rate:

- Standard: \$645, \$162.50/hr
- Non-profit: \$441, \$110.25/hr

Additional Charges:

- Cleaning Fees: \$55 - \$330, depending upon the scope of cleaning required
- Public Safety: \$284 - \$497
- Event Coordinator: \$55 - \$385
- Porter: \$55 - \$330
- Space Management \$55/hr



C Building Cafeteria C115
NOT TO SCALE



C Building Lobby (C100A)

The lobby is well suited for vendor tabling and event registration, including vendor tabling associated with events held in the cafeteria. Please note that lobby reservations are generally available only outside of regular business hours (8 AM – 5 PM).

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 (C130)

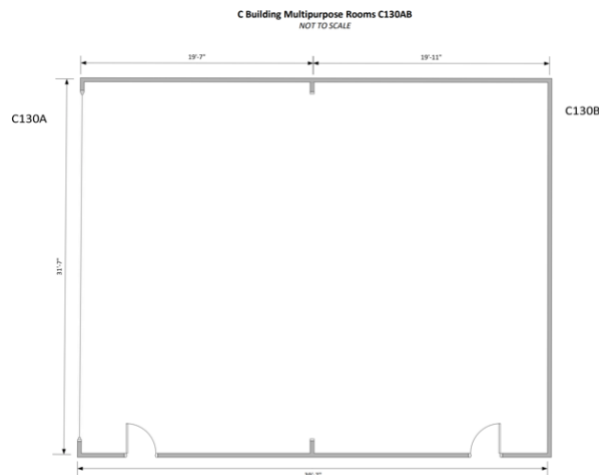
Multipurpose room adjoining the cafeteria with a projector and screen.

Capacity:

- Theater: 75
- Tables and chairs: 42

Approximate room dimensions:

- Combined rooms: 40' x 32' (1,200 sf)
- Individual rooms:
 - C130A – 20' x 32' (640 sf)
 - C130B – 20' x 32' (640 sf)



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

Rental prices 4-hour block, hourly rate:

- Standard - \$600, \$138/hr
- Non-profit - \$483, \$120.75/hr



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.



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, a lectern, microphone, and white boards.

Capacity:

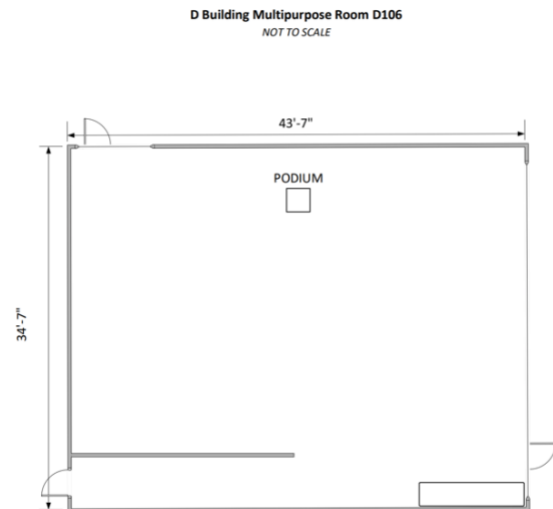
- Theatre: 80
- Horseshoe: 22
- Classroom: 50
- Table pods: 32

Approximate room dimensions:

- 44' x 35' (1,540 sf)

Rental prices 4-hour block, hourly rate:

- Standard: \$220, \$55/hr
- Non-profit: \$160, \$40/hr



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.

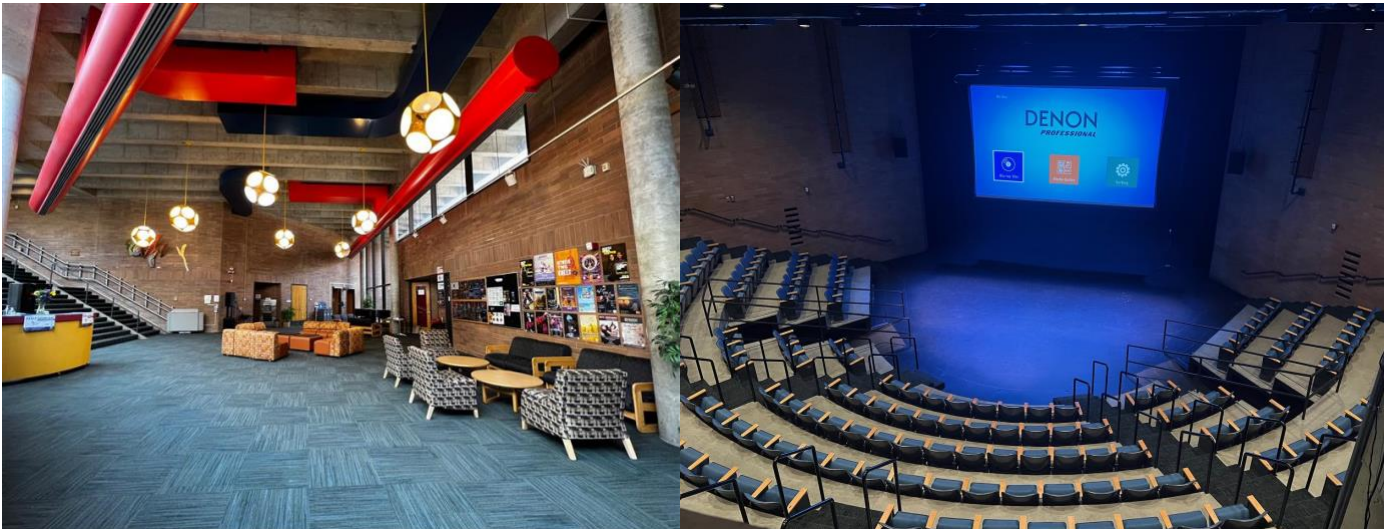
Capacity: 300

Rental prices 4-hour block, hourly rate:

- Standard - \$800, \$200/hr
- Non-profit -\$620, \$155/hr

Additional fee that may apply:

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



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

The first step is to fill out and submit the Event [Questionnaire](#) Form. The information provided allows the Events Office to assign an Event Coordinator to you who will prepare an event proposal. 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.

Cancellation Policy

If facilities and services will not be used as scheduled, for any reason, notice must be provided in writing at least 14 calendar days in advance. Cancellations made within this timeframe will receive a refund of the payment, minus a non-refundable cancellation fee. The cancellation fee is \$500 for events with an estimated cost over \$5,000 and \$100 for events with an estimated cost under \$5,000. Cancellations made less than 14 calendar days before the event will result in the forfeiture of the entire deposit.

Hours of Operation

Monday through Friday from 8:30 AM to 5 PM. Offices are closed for services to the public during summer quarter on Fridays. Hours may differ during breaks and the college may be closed on state holidays. 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 security officer. Events may require additional personnel depending on size and services provided. The Events Office will provide a cost estimate for reservations.

Contact Us

Bellevue College Food and Event Services
rentals@bellevuecollege.edu