

LOTT Facility Use Fees

Item	Fee	Information
Basic Room Rental	\$50	Covers weekday room use between business hours of 7:30 a.m. to 5:15 p.m.
After Hours Room Rental	\$70 per hour additional fee	Covers weekday room use before or after business hours.
After Hours Security For Public Events	\$92 for first 4 hours; plus \$23 for each additional hour	Security staffing required at all after hours events open to the public. Minimum 4-hour fee.
Conference Calling Equipment Use	\$50	Covers use of LOTT conference calling system for length of room reservation.
Video Recording Equipment Use	\$100*	<p>Covers use of LOTT video recording system for length of room reservation.</p> <p>*Groups using LOTT’s video system must coordinate directly with Thurston Community (TC) Media staff to run LOTT’s equipment. TC Media has additional video processing and hourly staff fees. Minimum 2-hour bookings.</p> <p>Thurston Community Media Contact: • Deb Vinsel • (360) 956-3100 • dvinsel@tcmedia.org • tcmedia.org</p>

Additional Billing Information:

- Room use is limited to two consecutive days. Basic room rental fee covers two days of use.
- Applicants must notify LOTT at least 24 hours prior to a scheduled event or the applicant may be charged any user fees associated with the event.
- Payment by check only. Credit card payments not accepted.
- All quoted fees are flat rates and not subject to additional taxes.
- Invoicing by LOTT takes place after the reservation, typically within 30 days.
- Fees must be paid within 20 days of invoicing by LOTT.
- Groups who do not remit required fees within 20 days of being invoiced are subject to late fees and/or denial of future use of LOTT facilities.

Included With Room Rental	Not Included With Room Rental
<ul style="list-style-type: none"> • Built-in projector, screen, laptop, podium, microphones, and sound system • Chairs and rectangular tables • Full set-up of requested room arrangement – see policies for set-up options • Easels (10, available upon request) • Whiteboard (1, available upon request) • Power strips (3, available upon request) • A-boards (3, available upon request) • Hot/cold water dispenser • WiFi access • One LOTT staff member available for the entirety of the event to provide assistance as needed 	<ul style="list-style-type: none"> • Groups must provide all other meeting supplies, including copies, paper, and easel or whiteboard markers. • There is no kitchen access, but groups are welcome to schedule catering or bring in food/refreshments. • LOTT has limited free parking, available on a first-come, first-served basis. Groups must be prepared to pay for street parking weekdays 8:00 a.m. to 5:00 p.m.

Questions about LOTT facility use? Contact Kelsey Browne at 360-528-5716 or facilityuse@lottcleanwater.org.