

## LOTT Indoor Facility Use Fees

Item	Fee	Information
<b>Basic Room Rental</b>	\$50	Covers up to 2 days of room use.
<b>After Hours Room Rental</b>	\$70 per hour additional fee	Covers staffing costs for weekday room use after 5:00 p.m.; no weekend after hours use allowed.
<b>After Hours Security For Public Events</b>	\$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.
<b>Conference Calling Equipment Use</b>	\$50	Covers use of LOTT conference calling system for length of room reservation.
<b>Video Recording Equipment Use</b>	\$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><b>Thurston Community Media Contact:</b>            • Deb Vinsel • (360) 956-3100 • <a href="mailto:dvinsel@tcmedia.org">dvinsel@tcmedia.org</a> • <a href="http://tcmedia.org">tcmedia.org</a></p>

**Additional Billing Information:**

- Applicants must notify LOTT at least 24 hours prior to a scheduled event of any cancellation 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"> <li>• Built-in projector, screen, laptop, podium, microphones, and sound system</li> <li>• Chairs and rectangular tables</li> <li>• Full set-up of requested room arrangement – see policies for set-up options</li> <li>• Easels (10, available upon request)</li> <li>• Whiteboard (1, available upon request)</li> <li>• Power strips (3, available upon request)</li> <li>• A-boards (3, available upon request)</li> <li>• Hot/cold water dispenser</li> <li>• WiFi access</li> <li>• One LOTT staff member available for the entirety of the event to provide assistance as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Groups must provide all other meeting supplies, including copies, paper, and easel or whiteboard markers.</li> <li>• There is no kitchen access, but groups are welcome to schedule catering or bring in food/refreshments.</li> <li>• 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.</li> </ul>

**LOTT Clean Water Alliance Contact:** Questions about LOTT facility use?  
 Contact Kelsey Browne at 360-528-5716 or [facilityuse@lottcleanwater.org](mailto:facilityuse@lottcleanwater.org).