

**Meeting Space Application
Shannon Point Marine Center
Western Washington University
1900 Shannon Point Road
Anacortes, WA 98221
360-293-2188 Fax: 360-293-1083**

Name:

Date of Request:

Organization*:

*Non-WWU groups must provide proof of liability insurance when requesting use of Western-owned facilities (indoor or outdoor) for a specific event or activity. In the event a group charges its third party guests a fee for using University property requested on this application, the amount charged to the third party shall not exceed the published rates the University charges a group as set forth on our Facility Use Fees schedule.

Address:

City:

State:

Zip Code:

Phone Number:

E-mail:

Begin Date of Meeting:

End Date of Meeting:

Please specify meeting start and end time(s):

Purpose of Meeting:

Approximate # attending the meeting:

Banquet Permit needed?

Comments

Space Needs:

Meeting Room (seating capacity 42; limited wireless access)

Conference Room (seating capacity 10)

Housing

Number of People requiring housing

Housing Begin Date

Housing End Date

Support Equipment needs:

Document camera

Laptop / large screen monitor

Laptop projector

Other Specify

For Office Use Only:

Approved: Yes / No

Approved by: _____

Date: _____

Assigned to: Conference Room / Lecture Hall



FACILITY USE RATES

**Western Washington University
Shannon Point Marine Center
1900 Shannon Point Road
Anacortes, WA 98221
Voice: 360-650-7400, Fax: 360-293-1083**

Meeting Space	Half-day	Full-day
• Lecture Room	\$75	\$125
• Conference Room	\$50	\$100
• Sulkin Commons Room	\$100	\$150