



SPMC Facilities Use Application
 Western Washington University
 -Shannon Point Marine Center -
 1900 Shannon Point Rd, Anacortes WA 98221
 Voice: (360) 650-7400, Email: SPMC@wwu.edu



SECTION I: Contact Information

Name		Date	
Email		Phone	
Home Institution/Organization*			
Department			

*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 in this application, the amount charged shall not exceed the rates the University charges a group as set forth on our Facility Use Fees schedule.

SECTION II: Space Needs

Lab Space
 Office Space

Number of People		Begin Date**		End Date	
Additional Comments					

SECTION III: Billing Information

Lab Fees	#	Daily	Weekly	Monthly	Total
Analytical Laboratory		\$5.00	\$30.00	\$130.00	
Research Laboratory		\$35.00	\$200.00	\$600.00	
Classroom Laboratory: (half day)		\$40.00	\$80.00	\$256.00	
Classroom Laboratory: (full day)		\$75.00	\$250.00	\$460.00	
Office Space		Tbd	Tbd	Tbd	
Total:					

**You will be sent an e-bill one week before the event start date.
 For your convenience please make your payment on-line by credit card as the Shannon Point Marine Center cannot accept cash or checks.

SECTION IV: Reservation Confirmation (To be completed by Shannon Point Marine Center)

Reservation Approved				Reservation Denied	
Begin Date		Time		Reason Denied:	
End Date		Time			

Comments:

Signature: