



## SPMC Meeting Space Application

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



SECTION 1: Contact Information						
Name				Date		
Email				Phone		
Home Institution/Organization*						
Department						
<p>*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.</p>						
SECTION II: Space Needs						
<input type="checkbox"/> Conference Room (seating capacity 12)		<input type="checkbox"/> Lecture Room (seating capacity 42)		<input type="checkbox"/> Sulkin Common Room (seating capacity 50)		
Begin Date		Start Time(s)**		How many will attend?		
End Date		End Time(s)		Banquet Permit needed?		
Additional Comments:						
SECTION III: Billing Information						
Meeting Space Fees	Half Day	Rate	Full Day	Rate	Total	
Conference Room		\$50		\$100		
Lecture Room		\$75		\$125		
Sulkin Commons Room		\$100		\$100		
<b>Total:</b>						
<p>**You will be sent an e-bill one week before the event starts.            For your convenience payment will be made on-line by credit card, Shannon Point Marine Center cannot accept cash or checks.</p>						
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:						
Cancelled:		Comments:				