



City of Covington

16720 SE 271st Street, Suite 100 • Covington, WA 98042 • (253) 480-2400 • Fax: (253) 480-2401

Community Room Rental Fee Schedule

The facility fee schedule is based upon the rental time requested, and the type and nature of the requesting group. Set up and clean up time needs to be included in rental period.

<u>TYPE</u>	<u>FEE</u>	<u>HOURS</u>	
Category I	No charge	8:00 a.m. – 5:00 p.m.	Monday – Friday Excludes holidays

Category I shall be defined as any City sponsored, co-sponsored, or City supported activity whereby the City plans, conducts, and controls or offers some degree of activity participation.

Category II	\$ 30/hour	8:00 a.m. – 5:00 p.m.	Monday – Friday Excludes holidays
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Category II shall be defined as any outside group or organization wishing to use the facility within the normal business hours of the City as stated above.

Category III	\$ 65/hour	All other times	
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Category III shall be defined as any outside group or organization wishing to use the facility outside the normal City business hours of 8:00 a.m. – 5:00 p.m., Monday through Friday.

Rental includes nine 5-foot round tables, two 6-foot rectangular tables and 90 chairs.

A City staff person shall be on the premises during all uses of the Community Room for the duration of the event.

Kitchen Fee *	\$ 30 flat fee	All Categories
Damage Deposit	\$250 flat fee	All Categories

**Includes use of kitchen appliances consisting of refrigerator, oven, microwave, dishwasher and sink. Does not include use of silverware, dishes, paper products, towels, glasses or other kitchen supplies with the exception of cleaning products to be used to restore the kitchen to its original condition.*

Maximum occupancy of room shall never exceed 191. However, events are limited to 90 for a sit down event, and 120 for a reception event.

For more information or to make a reservation call the Covington City Hall at (253) 480-2400 or email kkirshenbaum@covingtonwa.gov or vlyon@covingtonwa.gov.