

Mercer Slough Environmental Education Center Douglas Fir Community Room Rental Fees

Rental Fees

Hourly Fee (includes Facility Staff Fee):	Reg Rate	Non-Profit
Monday-Thursday: 8am-10pm.....	\$70/hr	\$58/hr
Friday: 8am-4:30pm.....	\$70/hr	\$58/hr
4:30pm-11pm.....	\$90/hr	\$72/hr
Saturday: 8am-11pm.....	\$90/hr	\$72/hr
Sunday: 8am-10pm.....	\$90/hr	\$72/hr

Notes:

- Rental time requested must include time for set-up and clean-up.
- Three-hour minimum applies for all rentals.
- Non-profit organizations, public schools, and government agencies receive a 30% discount off the hourly room rental fee for their mission-based activities when proof of status is provided at the time of request. No other fees are eligible for discounts, including the facility staff fees and special use fees.

Special Uses:

A permit is required when hiring a company to provide any services or equipment in the facility during use. Hired companies must meet requirements to be approved. Complete details can be found in the [Facility Rental Guidelines](#).

Submit the [Indoor Facility Special Use Form](#) as soon as hired companies have been selected, no less than 30 days prior to the reservation date.

Additional Charges

Cleaning Fee:

\$110 per hour if additional cleaning services are required after rental.

Overtime Charges:

Overtime charges will be billed at twice the hourly rate in 15-minute increments.

Cancellation Fee:

Cancellations must be made in writing. See Cancelling or Rescheduling Policy in the Facility Rental Guidelines.



For alternate formats, interpreters, or reasonable modification requests please phone at least 48 hours in advance 425-452-6914 (voice) or email parkrental@bellevuewa.gov. For complaints regarding modifications, contact City of Bellevue ADA, Title VI, and Equal Opportunity Officer at 425-452-6168 (voice) or email ADATitleVI@bellevuewa.gov.