



Bellevue Parks & Community Services

Rental Fees

Highland Community Center

14224 NE Bel Red Rd | Bellevue, WA 98007

HCC@BellevueWA.gov

(425) 452-7686

Office Hours

Monday-Thursday: 9am-5pm

Fridays: 9am-4pm

(Closed on City observed holidays)

Rental Hours

Monday-Thursday: 9am -8pm

Fridays: 9am-4pm

Saturday: 9am-Midnight (Staff dependent)

Sunday: 9am-10pm (Staff dependent)

Rental Fees:

Room	Square Feet	Occupancy	Rental Fee
Multipurpose Room	3,000	150	\$110 per hr
Fireside Room	1,000	40	\$55 per hr
Resource Room	600	20	\$35 per hr
Art Room	800	40	\$55 per hr
Gymnasium	2000	100	\$70 per hr
Kitchen	Commercial	NA	\$35 per hr
Other			
Facility Staff	Required for all after hour and weekend events		\$30 per hr

Weekend/Holiday Rates

Weekend Package (1):

Multi-Purpose Room and Kitchen
(4) hour minimum required

150 people

\$140 per hr

Weekend Package (2):

Multi-Purpose Room, Kitchen, and Fireside Room
(4) hour minimum required

150 people

\$190 per hr

Facility Staff

Required for all after hour and weekend events

\$30 per hr

Notes:

- Rental times need to include set-up and takedown (Renter is responsible for clean-up)
- 30% off room rates for non-profit groups with proof of non-profit status
- Minimum hours required on after-hour/weekend/holiday rentals
- Additional staffing fees may be required for large groups, groups serving alcohol, and other groups at the facility's discretion

Additional Charges:

Overtime charges: Billed at **twice** the hourly rental fee, including the facility staff fee. (no discounts)

Cancellation Fee: Cancellations must be made in writing. See Cancelling/Rescheduling Policy

Special Use:

If hiring a company to provide a service for the event, a permit may be required and needs to be approved in advance. Examples: on-site catering, music/entertainment, and/or additional equipment. See Indoor Facility Special Use Form for list