



Powerful Schools Rental Request Form

Powerful Schools is located at 3401 Rainier Ave. S., Suite C, in the old Chubby & Tubby Annex. Our Community Room, lobby, and kitchen are available for rent, training, meetings, and receptions, etc.

Reservations:

Fee for Rental:

Minimum 2.5 hours -- \$50.00

Each additional hour billed at \$20.00 an hour

Use of the kitchen and lobby area is available for an additional \$25.00 in conjunction with rental of the Community Room. There is no fee if it is only used for coffee and ice water. If it is used for food preparation or service, the fee is \$25 per event. Users are responsible for all consumables, i.e. napkins, coffee, tea, sugar, creamer, foil, plastic wrap, etc. and for cleaning the kitchen after use.

The Community Room will accommodate up to 40 people.

Theatre Style – 40 people

Classroom Style – 40 people

U-Shape Conference Style – 21 people in a classic style with presentation POV, up to 30 with other configuration.

Room Set-up and Breakdown:

Set-up and breakdown is the responsibility of the user. We provide tables and chairs. Please allow enough time for set-up and please leave the room the way you found it.

Clean-up includes wiping down the tables, if necessary. Sponges are provided in the kitchen.

Please inform us in advance if you will be serving food or drink.

THERE IS NO SMOKING ON THE PREMISES.

Parking: There is limited parking in our lot during normal business hours 9:00 a.m. to 5:00 p.m., but there is 2 hour street parking available. After business hours there is ample parking.

Equipment:

We have a projector, a large white board and a flip chart easel. We do not provide flip chart paper or pens etc. Please make sure you request these items at the time you make your reservation. Our electrical outlets are 110. Wireless internet enabled.

Deposit: 50% deposit at the time of reservation.

Cancellation: Notice of cancellation is requested 48 hours in advance. Failure to do so will result in a \$25.00 fee.

Reservation Request and Payment:

Please fill out the Rental Request Form. You will receive an invoice after your event. Make checks payable to: Powerful Schools. Mail it, email or fax it to:

Powerful Schools
Attn: Room Rental
3401 Rainier Ave. S, Suite C
Seattle, WA. 98144
206 722-5543 ext. 101
FAX: 206-760-1723
TAX ID: 911551141
lauri@powerfulschools.org

Directions:

We are located in the old Chubby and Tubby Annex.

From I-90 go **South** on Rainier Ave S.

We are at the intersection of Rainier Ave. S. and S. Walden St.

3401 Rainier Ave. S, Suite C

Seattle, WA. 98144

Metro Bus #7 has a stop directly in front of Powerful Schools

We are a short walk from the Mt. Baker Light Rail Station. Walk south or go right coming out of the station.

