

# 2022 Highland Community Center Rental Fees

14224 Bel-Red Road | Bellevue, WA 98007 ♦ (425) 452-7686 | [HCC@bellevuewa.gov](mailto:HCC@bellevuewa.gov)

Office Hours	Rental Hours
<b>Monday-Friday:</b> 9am-5pm <i>(Closed on City observed holidays)</i>	<b>Monday-Thursday:</b> 9am -8:00pm <b>Fridays:</b> 9am-5pm <b>Saturday:</b> 9am-Midnight <i>(Staff dependent)</i> <b>Sunday:</b> 9am-10pm <i>(Staff dependent)</i>

Rental Fees:			
Room	Square Feet	Occupancy	Rental Fee
<b>Multipurpose Room</b>	3,000	150	\$90 per hr
<b>Fireside Room</b>	1,000	40	\$55 per hr
<b>Resource Room</b> <i>(not available at this time)</i>	600	20	\$35 per hr
<b>Art Room</b>	800	40	\$55 per hr
<b>Gymnasium</b>	2000	100	\$70 per hr
<b>Kitchen</b>	Commercial	NA	\$35 per hr
<b>Other</b>			
<b>Facility Staff</b>	Required for all after hour and weekend events		\$25 per hr

Weekend/Holiday Rates			
<b>Weekend Package (1):</b> Multi-Purpose Room and Kitchen <i>(4) hour minimum required</i>		150 people	\$120 per hr
<b>Weekend Package (2):</b> Multi-Purpose Room, Kitchen, and Fireside Room <i>(4) hour minimum required</i>		190 people	\$170 per hr
<b>Facility Staff</b>	Required for all after hour and weekend events		\$25 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

**Special Use Permits:**  
 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

Additional Charges:		
<b>Cleaning fee:</b>	If additional cleaning services are required after rental	\$100 per hr
<b>Overtime charges:</b>	Billed at <b>twice</b> the hourly rental fee, including the facility staff fee	
<b>Cancellation Fee:</b>	See Cancelling/Rescheduling Policy	