

**FRED HUTCHINSON CANCER RESEARCH CENTER  
POLICY ON CONFERENCE ROOMS USE BY EXTERNAL GROUPS**

The purpose of this policy is to communicate the procedures and requirements under which Fred Hutchinson meeting facilities would be available to external groups. Groups that qualify for use of Fred Hutchinson facilities are **1)** non-profit organizations; **2)** groups having internal “sponsorship” by designated programs within Fred Hutchinson; **3)** groups involved in health care, research, education, or related activities; all groups must be tax exempt or qualify for tax exemption status.

External fund raising events by outside groups are not permitted and all groups must provide Fred Hutchinson with copies of the Requesting Organization’s 501c3 and letter from the Department of Revenue indicating the Requesting Organization as property tax exempt.

There is a minimum fee for use of any conference room. This fee covers all conference room support and staffing, and assumes conference is for a duration of two hours or less. Longer conferences will be charged additional fees as noted in procedures below. This fee will only be waived under specific circumstances; requests should be directed to Conference Booking at Fred Hutchinson Cancer Research (cbook@fhcrc.org).

After business hours, weekends or any Fred Hutchinson holiday the fee is: \$400 for groups under 25 people  
\$800 for groups with 25 people or more

During business hours\* (M-F 8am-5pm) the fee is: \$200 for groups under 25 people  
\$400 for groups with 25 people or more

\*Conference room space is very limited for public use and Fred Hutchinson use is the highest priority (see #14). External groups requesting use during business hours will only be accommodated after internal committee review. Confirmation from Fred Hutchinson may take up to three weeks after initial receipt of use request.

**CONFERENCE ROOM SCHEDULING REQUIREMENTS & PROCEDURES:**

1. All requests to use Fred Hutchinson’s meeting facilities must first be reviewed for eligibility. If the group meets the eligibility requirements (see above – Policy, paragraph 1) they will be directed to the appropriate contact person at Meeting & Event Services, to obtain a conference room request form. The Requesting Organization may inquire if a room is available at a certain time; however, it will not be confirmed until paperwork has been submitted and the scheduler has been notified in writing that approval has been given.  
The following rooms are available:

THOMAS BUILDING, DAY CAMPUS...Conference Booking (M-F 8:30-5)...(206) 667-5100 or email cbook@fhcrc.org

*Sze Conference Rooms*

Sze East D1-080 seats 30/tables

Sze West D1-084 seats 40/tables

Sze East/West Combined\* seats 74/tables Theatre style-100

\*Maximum room capacity is 117 people

WEINTRAUB BUILDING, DAY CAMPUS... Conference Booking (M-F 8:30-5)...(206) 667-5100 or email cbook@fhcrc.org

Pelton Auditorium seats 150 \*Maximum capacity is 205

*B Suite Conference rooms*

B1-072 seats 30/tables

B1-074 seats 36/tables

B1-076 seats 30/tables

All three rooms combined\* seats 96/tables Theatre style-110

\*Maximum capacity is 114 people

YALE BUILDING DAY CAMPUS...Conference Booking (M-F 8:30-5)...(206) 667-5100 or email cbook@fhcrc.org

J1-102 seats 16/tables \*Maximum capacity is 36

ARNOLD BUILDING, DAY CAMPUS... Conference Booking (M-F 8:30-5)...(206) 667-5100 or email cbook@fhcrc.org

*M Suite Conference Rooms*

M1-A303 seats 24/tables

M1-A305 seats 24/tables

M1-A307 seats 24/tables

All three rooms combined\* seats 68/tables Theatre style-155

\*Maximum capacity is 179 people

Atrium 1st Level seats 44/tables - Maximum capacity is 50 people

Atrium D Level seats 65/tables - Maximum capacity is 150 people

2. The Requesting Organization should then complete the conference request form and obtain the sponsor's signature. Authorized sponsors for external groups include: Materiel Management Director, Division Directors, Division Administrators, Vice Presidents and the Office of the Director.
3. The Requesting Organization must submit the signed and completed request form, the Requesting Organization's 501c3, and letter from the Department of Revenue identifying the Requesting Organization as tax exempt to the address noted below or fax to (206) 667-5551. The Requesting Organization will be contacted with approval within one week following receipt of the request. All conference room usage fees must be received within 1 week after confirmation or the reservation will be cancelled. Mail to: Fred Hutchinson Cancer Research Center, Attn: Vince Gipson, Meeting & Event Services, M1-A304, PO Box 19024, Seattle, WA 98109-1024.
4. Limited parking is available on the Day Campus during business hours. All parking arrangements must be made a minimum of five business days in advance with the Transportation Department by calling (206) 667-6506. Please contact the Transportation Department if you have any questions.
5. All events or meetings occurring outside of Fred Hutchinson's normal business hours of operation (before 8:00am and after 5:00pm M-F), weekends, and holidays that Fred Hutchinson is closed must be coordinated with the Security Department. Meetings scheduled in excess of 2 hours or extend beyond 9:00pm require additional security staffing. Information on fees for this service can be obtained directly from the Security Department by calling (206) 667-5656.
6. A list of meeting attendees must be submitted to the Security Department at least TWO business days prior to the event. The Requesting Organization may fax this information to (206) 667-5200.
7. Indicate what furniture arrangement is desired when booking the conference room. If nothing is noted, the room set-up will be defaulted to a table with chairs surrounding for the number of people indicated on the request form. The Requesting Organization must leave the meeting room in a neat and orderly fashion. You must schedule at least 30 minutes prior and following your meeting time, to allow for room setup and cleaning.
8. Upon arriving, the contact person with the group must check in with the receptionist or security officer on duty at the appropriate building and be prepared to produce identification that will correlate with the name submitted in the meeting request form. Access to the meeting room will be granted at the designated start time on the meeting form.

- 9.** Catering / Food and Beverage Service are available for a fee. If you are planning to serve food, decrease the seating capacity by 10 people to allow for food services tables to be set up within the reserved room.  
Bon Appetit is the on-site catering service and can be contacted at (206) 667-3306 or catering@fhcrc.org.
- 10.** The consumption of alcoholic beverages on-site requires a Beer & Wine Permit, available from any Washington State liquor store.  
This permit must be provided to Meeting & Event Services at least 5 days prior to the event, and will not be considered approved until you have received a letter of approval from Meeting & Event Services.
- 11.** The event must begin and end at the scheduled time.
- 12.** If a scheduled event is going to be cancelled, the group must notify the appropriate Fred Hutchinson contact person (see above – Section 1) as soon as possible, so that the space can be made available to others. If the meeting is cancelled more than 48 hours (2 business days) prior to the event, a full refund of the deposit will be made.
- 13.** If the Requesting Organization would like audiovisual support or equipment, Fred Hutchinson has a vendor available for a fee. Please indicate on the request form that this service is desired and the appropriate person will contact you. A minimum of 10 business days notice is required for coordinating AV support.
- 14.** Fred Hutchinson reserves the right to cancel a reservation when its own needs take precedence. In such an event every effort will be made to make reasonable advance notification of two weeks prior to scheduled event. Conference room use fees will be reimbursed within one week of notification.

All questions regarding this policy are to be directed to Meeting & Event Services, (206) 667-5100.

**CONFERENCE ROOM REQUEST FORM**

FORM REVISED 4/07

Completed form shall be Faxed to: (206) 667-5551  
or Mailed to: Fred Hutchinson Cancer Research Center  
Attn: Meeting & Event Services  
M1-A304  
P.O. Box 19024  
Seattle, WA 98109-1024

<b>Reservation Confirmation</b>	
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
FRED HUTCHINSON CANCER RESEARCH CENTER	
By: _____ Date: _____	
Vince Gipson, Meeting & Event Services	

Requesting Organization Name: \_\_\_\_\_

all that apply:  Non Profit  Health Care  Research  Education  \_\_\_\_\_

Organization Phone #: (\_\_\_\_) \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone #: (\_\_\_\_) \_\_\_\_\_

Date of Reservation: \_\_\_\_\_

Confirmation- FAX to: (\_\_\_\_) \_\_\_\_\_

Hours of Requested Use: \_\_\_\_\_

Number of People: \_\_\_\_\_

Requested Conference Room: \_\_\_\_\_

(Note Section 1 under Scheduling Requirements and Procedures)

Section to be completed by Fred Hutchinson staff:

Sponsor Name: _____	Department: _____
Signature: _____	Date: _____

**Checklist:**

Must be completed by Requesting Organization

- |                          |                                     |  |
|--------------------------|-------------------------------------|--|
| <b>Y</b>                 | <b>N</b>                            |  |
| <input type="checkbox"/> | <input type="checkbox"/>            | Temporary reservation made with appropriate room scheduler (section 1)   |
| <input type="checkbox"/> | <input type="checkbox"/>            | Sponsor's signature obtained (section 2)   |
| <input type="checkbox"/> | <input type="checkbox"/>            | Copies of Requesting Organizations 501c3 and Letter from Dept. of Revenue indicating Requesting Organization as tax exempt submitted to room scheduler (section 3) |
| <input type="checkbox"/> | <input type="checkbox"/>            | Parking arrangements made with Transportation department @ (206) 667-6506 (section 4)  |
| <input type="checkbox"/> | <input type="checkbox"/>            | Security Department advised @ (206) 667-5656 of meeting (section 5)  |
|                          | <input checked="" type="checkbox"/> | ___ If group is 25 people or more, Requesting Organization must pay for additional guard service   |
| <input type="checkbox"/> | <input type="checkbox"/>            | List of meeting attendees submitted to Security Department by _____ (section 6)  |
| <input type="checkbox"/> | <input type="checkbox"/>            | Room scheduled with 30 minutes before & after event for room set up & cleaning (section 7)   |
| <input type="checkbox"/> | <input type="checkbox"/>            | Food / Beverage services be required? (If yes, please complete Catering Request Form)<br>_____ Date Catering Request Form to be completed by                       |
| <input type="checkbox"/> | <input type="checkbox"/>            | AudioVisual equipment & support required?<br>(If yes, describe requested services below, Fred Hutchinson will follow-up with Contact Person)                       |

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **Date form submitted to Fred Hutchinson**

**Utilization Fee to be mailed within one week after confirmation or reservation request will be cancelled.**

Questions? – contact Meeting & Event Services at (206) 667-5100.