

## **CLASS OR MEETING IN PATTERSON ROOM OR PORTABLE CLASSROOM STRUCTURES**

Patterson Room has the capacity 50 for a meeting or class.

East Portable Room has the capacity 40 for a meeting or class and the West Portable has a capacity of 30 for a meeting or class.

Rental rate is \$35.00/hr of use facility, due 60 days prior to the event date.

\$50 refundable cleaning and damage deposit due 60 days prior to the event date. Please provide a separate check for the deposit as we hold it until satisfactory checkout.

## **Rental fees for classes or meetings in the Patterson Room and Portable B encompass the following services and parameters:**

### **Time charged for hours in the facility:**

This begins when the first person arrives and ends when the last person leaves. Use time must include load in and set up as well as clean up and load out. Available for your use are up to four 72"x30" tables and 30 fabric covered folding chairs.

### **Use of the kitchen:**

The BPA Kitchen has equipment to make coffee and prepare reception food. There is a refrigerator, commercial sanitizer and 2 sinks. Please arrange your kitchen usage with BPA 2 weeks prior to your show.