

GLADISH COMMUNITY & CULTURAL CENTER

What to Expect When Renting Event Facilities at Gladish ...

SERVICES & FEATURES INCLUDED IN BASIC RENTAL RATES

Basic rental rates for the event facilities include the items noted for each room on the list of facilities. There is no extra charge for use of the available tables and chairs and Gladish staff will set them up for your event at no charge if you provide a layout diagram or specific directions beforehand. Depending on scheduling, time allowed for setup and cleanup after the event may be limited but is negotiable; you can discuss options and specific details with Gladish staff. For setup and cleanup, wheeled carts are available for moving supplies; staff can arrange to have these available for you.

Basic janitorial services are provided at no charge, but all food waste and trash should be collected and deposited in the appropriate trash containers provided. Gladish staff are happy to suggest options for making your event as “green” as possible (e.g., sturdy paper plates instead of styrofoam) and will provide recycling containers for you and your guests to use during the event.

All rates are subject to change without notice.

ADDITIONAL CHARGES & SERVICES NOT PROVIDED

Additional equipment to use during events, although not included in the basic rental rate, is available to rent: spotlights (little theatre or gym only); grand piano (auditorium only); sound system, LCD project, cordless and lapel microphones (includes basic tech support); portable stage; gazebo; and portable dance floor. Use of the dishwasher in the view room catering kitchen also is available for an additional charge. A Gladish security rep is required for events after 10:00 pm and those at which alcohol is served; a per hour charge applies but is negotiable. Call for rates and information; Gladish staff will work with you to set up the equipment as needed.

Although staff may be able to help identify outside providers or offer some services for additional charges, the following services are NOT provided as part of your rental agreement: room decorating (except arranging tables and chairs), food or catering, and a liquor license (all events serving alcohol require a liquor license).

Your contract guarantees the services you requested for your event at the established rates and Gladish staff will prepare the event facilities based on that contract. Staff usually are not present during the event; if staff are called in to provide additional services or equipment during the event that were not identified prior to the event, additional fees may apply.

PAYMENT

Full payment for wedding receptions is due by the day of the event. Full payment for other events is due within ten days after the event.

CATERING KITCHENS

The kitchens in Gladish are considered “catering” kitchens, which means the stoves can be used to reheat food but cannot be used to cook food. Cooked food should be prepared prior to bringing to Gladish. Refrigerator/Freezers are available for use in all the kitchens.

PARKING

Ample parking for all events held at Gladish is provided in the lot behind the building and on all connecting and side streets. Do not park on private property or block driveways. Spaces limited to specific use (e.g., handicapped or event spaces identified by special signs) are marked and should be used only for the specified purpose, but all other spaces are unrestricted. A map is available to highlight all parking.

SPECIAL NEEDS ACCESSIBILITY

The bridge from the parking lot provides easy access to the second floor of the building through automatic doors, and the elevator near the entrance provides access to the first and third floors. Direct access to the first floor is available through the automatic Olsen Street doors on the north side of the building. Wheelchair access also is possible directly from Olsen Street to the ground floor through The Learning Center’s double doors in their parking area. Presently there is limited direct access to the ground floor little theatre; special arrangements can be requested. A wheelchair-accessible unisex restroom is available on the third floor across from the elevator. Both first and second floor women’s restrooms have large stalls to accommodate a wheelchair, although the restroom entrances currently are narrower than mandated (renovation to enlarge the entrances is planned).

Gladish Community and Cultural Center is owned by a 501 (c)3 non profit organization, the Friends of Gladish, which has dedicated this building to the use of the community. It is supported solely through donations, grants, volunteers, and income generated through its tenants and rental of public spaces. No tax money from any local, state, or federal governments is budgeted to its operation or maintenance.

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(April 15, 2008)

COMMUNITY BUILDING COMMUNITY