Washington State University Culture and Heritage Houses, Office of Equity and Diversity PO Box 645501, Pullman, WA 99164-5501 Phone: (509) 339-6172

Culture and Heritage Houses Group Use Application

# **PLEASE NOTE**: Washington State University faculty, staff, Registered Student Organizations (RSO), and non-WSU community groups are eligible to use the Culture and Heritage Houses for events.

Please make your request at least two weeks in advance. **Reservation requests within two weeks may be denied.**

Name of event: Name of group:

Date of event: Estimated number of participants:

Begin & end (time): Event coordinator:

Coordinator phone: Coordinator email:

***If Applicable:***

Faculty/Staff Advisor: Advisor’s Department:

Advisor’s Phone: Advisor’s email:

## Please indicate which house(s) you would like to use:

* **Asian Pacific American Cultural House (Occupancy 40) □ Casa Latina (Occupancy 25)**
* **Native American Cultural House (Occupancy 40) □ Talmadge Anderson Heritage House (Occupancy 20)**

Please describe your event. What will take place? How does the event contribute to the academic and/or diversity mission of WSU?

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Do you plan to use the projector? Yes No Will you be serving food? Yes No

Do you plan to use our laptop? Yes No

Description of food:

Tables and chairs needed:

Number of Event Parking Permits (Monroe St. Parking Lot): (1) (2) (3) (4) (5) (6) (7) (8) (9) (10) (11) (12) (13) (14) (15)

Additional Informational:

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**FEES** (EFFECTIVE AUGUST 1, 2013):

WSU FACULTY, STAFF, AND REGISTERED STUDENT ORGANIZATIONS: **NO CHARGE**

NON-WSU GROUPS:

*Prices include all applicable taxes*

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| **Asian Pacific American Cultural House** | **$65 per day + $50 cleaning fee =** | **$115** |
| **Casa Latina** | **$55 per day + $50 cleaning fee =** | **$105** |
| **Native American Cultural House** | **$60 per day + $50 cleaning fee =** | **$110** |
| **Talmadge Anderson Heritage House** | **$60 per day + $50 cleaning fee =** | **$110** |

I agree to the following:

I was provided with a copy of the **Culture and Heritage Houses Policies**. I have read and understand the policies and will ensure all parties related to this reservation follow the guidelines described therein.

In addition, please ensure that all doors are locked when you leave the house.

**Coordinator Signature**: Date:

**Advisor Signature (*if applicable*)**: Date:

## INTERNAL USE ONLY

Monies received by: Date:

Total amount collected: $ Check number Cash IRI Key checked out to: Title: Date: