



Washington State Criminal Justice Training Commission Auditorium Classroom Rental Fees

We reserve to state and government agencies ONLY.

AUDITORIUM RESERVATIONS

Monday - Friday / 0700-1700

\$800 (8 hours or less)

Saturday - Sunday / 0700-1700

\$1600 (8 hours or less)

RESERVATION REQUEST INFORMATION

Please send your request to rooms@cjtc.state.wa.us.

Provide the following information:

Name of Event

Event Date

Time of Event (*start/end*)

Total # of Attendees

Arrival Time for Setting Up

Requested Classroom

of Breakout Rooms

of Attendees per Room

If you are planning to hold any hands-on training exercises you must reserve this time and space as well. Will you be conducting this type of training while using our facility? If yes, describe exercise

Point of Contact Information

Onsite Point of Contact Info

State/government Agency Name

Catering Vendor (*outside or Academy Café*)