



# PSESD Conference Center

## Rental Process

*Follow the easy rental process below!*

1. Contact our Conference Center Coordinators to check venue availability
  - a. (425) 917-7650
  - b. [ConferenceCenter@psed.org](mailto:ConferenceCenter@psed.org)
2. Work with the Coordinators to determine your event-specific needs
3. Complete and return the Conference Center Rental Application to secure your reservation
  - a. This is a Fillable PDF form with a digital signature field so you do not need to print, handwrite, and scan
  - b. We recognize some organizations have extensive approval processes for rental contracts. If this is the case, request the Coordinators place a free hold on your date/timeslots to ensure the room(s) will be available when your finished paperwork is received by the Coordinator.
4. Once your Rental Application is entered into our Event Management System, you will receive a PDF confirmation for your reservation via email
5. Review the confirmation document and notify the Coordinators if there are any discrepancies
6. Arrive and hold your event in our facility
7. Within one week after the conclusion of your event, you will be emailed an invoice for the rental charges
  - a. We do not collect a deposit or any payment before your event. All payment takes place in the week after your event concludes.