

Shannon Point Marine Center
Western Washington University
Helpful Tips for Groups requesting Meeting Space

1. Meeting Space is available during normal hours of operation: Monday thru Friday, 8:00 AM until 4:30 PM.
2. Non-Western Washington University (WWU) groups requesting use of Shannon Point Marine Center (SPMC) facilities are required to provide proof of Liability Insurance. If a group lacks its own insurance, please review the Tenant User Liability Insurance Program ([TULIP](#)) as indicated below:

TULIP - Tenant User Liability Insurance Program

This insurance program was arranged by the [University Risk Management and Insurance Association \(URMIA\)](#) for higher education institutions like Western. This special event liability insurance is purchased by an outside group when the group lacks its own insurance for its rental or use Western-owned facilities (indoor or outdoor) for a specific event or activity. The coverage protects both the outside group and University from liability claims or lawsuits that may arise out of such use.

3. In the event a Non-WWU group charges its third party guests a fee for using University property, the amount charged shall not exceed the published rates the University charges the group as set forth in our Facility Use Fees schedule.
4. Food service is unavailable at SPMC; therefore meals and/or beverage service must be arranged with catering service of your choosing. You will be responsible for all coordination of catering services, such as setting up, cleaning up, and payment arrangements. Please be certain to make the necessary arrangements for the catering service to pick up their equipment during our business hours.
5. A banquet permit must be obtained for any group wishing to serve alcoholic beverages on WWU property. Please contact us if your event will include alcoholic beverage service.
6. The meeting space is typically arranged to accommodate lecture style seating. The tables and chairs may be re-arranged to a conference room style or board room (large "U" shaped table) style. Please contact us to inquire about specific arrangements.
7. Meeting will be confined to the space assigned by SPMC.
8. Please be aware that classes may be in session thereby restricting our ability to approve requests for use of SPMC facilities.