



The Phyllis J. Washington College of Education is home to the Department of Teaching and Learning, Counseling and Educational Leadership. The Phyllis J. Washington College of Education is also home to the University of Montana Safe Schools Center, National Native Children's Trauma Center, The Learning and Belonging Preschool and Montana Digital Academy.

The College shapes professional individuals that become the teachers and do-ers of our society. Our individual departments play key roles in a comprehensive system for producing and disseminating knowledge that directly benefits people and our communities.

## Hosting Your Event

The Phyllis J. Washington College of Education hosts a variety of events. The Phyllis J. Washington Education Center has 8 class rooms, 3 atriums, 1 rooftop deck, 1 courtyard and 1 auditorium. The spaces are primarily used for educational purposes, but can be reserved for events when not in use for academic classes.

With an expansive, tri-leveled atrium shaded by old-growth pine trees, the College of Education is modern and comfortable. State of the art technology in classrooms, and a balcony overlooking the campus and Mount Sentinel, make this an ideal setting for professional workshops and conferences. Along with wireless, a computer and projector in every room, multiple spaces also include polycom systems, projectors, smartboards and flat screen TVs.

The Alice Lund Instructional Auditorium (ALI), named in honor of the woman who earned both her bachelor's and master's degrees in education at UM before launching her career as a teacher, is the largest lecture hall and event space on campus. The space allows the University to host large-scale education conferences and meetings.

If you are interested in reserving space at the Phyllis J. Washington Education Center, please contact Jamie McNally, Administrative Associate, at [Jamie.McNally@mso.umt.edu](mailto:Jamie.McNally@mso.umt.edu).

## Rooms

<i>Room</i>	<i>Capacity</i>	<i>Technology</i>	<i>Flexible</i>
<i>ED 124</i>	10 seated	Projector, Roll-down screen, computer	Yes
<i>ED 123</i>	60 seated 80 standing	3 projectors, 3 roll-down screens, computer, polycom	Yes
<i>2<sup>nd</sup> Floor Atrium</i>	100 standing	3 Flat screens, 1 Bose Speaker	Yes
<i>ED 215</i>	35 seated	1 projector, roll-down screen, computer, polycom	Yes
<i>ED 241</i>	50 Seated 70 standing	2 projectors, 2 roll-down screens, computer, polycom	Yes
<i>Rooftop Deck</i>	50 seated 60 Standing	N/A	Yes
<i>3<sup>rd</sup> Floor Atrium</i>	100 standing	N/A	Yes
<i>ED 313</i>	35 seated	1 projector, 1 roll-down, polycom, computer	Yes
<i>ED 314</i>	35 seated	1 projector, 1 roll-down screens, polycom, computer	Yes
<i>ED 334</i>	48 seated 66 standing	2 projectors, 2 roll-down screens, polycom, mic	Yes
<i>ED 352</i>	30 seated 50 standing	1 screen, 1 video conferencing system	Yes
<i>ALI Auditorium</i>	500 seated 900 standing 300 w/round tables	2 projectors, 2 roll-down screens, 1 computer, 1 mic, 2 lapels	Yes

\*Academic classes are prioritized over any ad hoc event. Prioritization after academic classes is as follows:

1. Internal PJW College use
2. University Academic Use (*events hosted for UM campus that are free*)
3. University Use (*events hosted for community and registration fee's charged*)
4. Student Use
5. Community Use

## Usage Rates

Rates Effective September 2019	ALI Auditorium	Classrooms	Atriums	Patio/Deck
Internal College Use (Homecoming, Scholarship Reception, Staff Meeting, Graduation etc.) – No Fee	\$0	\$0	\$0	\$0
Internal College Use (ad hoc events charging registration fees) – Fee	\$400	\$38	\$38	\$38
University Use	\$400	\$38	\$38	\$50
University Use– College Sponsored (see college sponsorship for criteria)	\$0	\$0	\$0	\$0
Non-profit Use	\$720	\$68	\$68	\$90
Non-profit Use – College Sponsored (see criteria for college sponsorship)	\$400	\$38	\$38	\$50
Public Use	\$800	\$76	\$76	\$100

## College Sponsorship:

The Phyllis J. Washington College of Education is dedicated to advancing physical, emotional and intellectual health. The PJW College of Education continuously works to produce and disseminate knowledge to all learners in a diverse society. For college sponsorship, you must meet at least 3 of the following criteria:

- ✓ Academic focused
- ✓ Free of charge
- ✓ Educator focused
- ✓ Early Childhood focused

If you would like to request a College Sponsorship, applications are available [here](#). Please send the completed application to [Jamie.McNally@mso.umt.edu](mailto:Jamie.McNally@mso.umt.edu). Applications should be submitted 8 weeks prior to your event.

## Usage Fees:

Room Usage fees are intended to support the upkeep of the Phyllis J. Washington Education Center. The fees are charged based on the fee schedule listed above. The usage fees do not include setup, breakdown, cleanup, catering, technology, equipment or event facilitation fees.

Custodial Fees:

Regular - \$28.00/hr.

Overtime - \$38.00/hr. - Minimum 2 hours for all overtimes.

Holiday - \$58.50/hr. - Minimum 2 hours for all holidays.

For a comprehensive quote, contact **Montana Event Services at 406-243-4119** or go [here](#).

## Event Scheduling

To schedule an event, please contact Jamie McNally, Administrative Associate, at [Jamie.McNally@mso.umt.edu](mailto:Jamie.McNally@mso.umt.edu) or at 406-243-4911 to check availability.