



Pacific Rim Institute Rental Form
180 Parker Road, Coupeville, WA 98239
Phone: 360-678-5586 Fax: 360-678-0216
www.pacificriminstitute.org
mosa@pacificriminstitute.org

Pacific Rim Institute (PRI) facilities are available to the public for meetings, conferences, and other activities to further its environmental stewardship mission and to support civic and environmental groups and organizations. We are happy to work with you to meet the needs of your group.

Rental Rates:

Granary Auditorium (capacity 95)

\$80 for minimum of 4 hours; \$10 for each additional hour

Facility includes LCD ceiling mounted projector & drop-down projection screen

Brooder Office Multiple Purpose Room (capacity 50)

\$80 for minimum of 4 hours; \$10 for each additional hour

Facility includes kitchen sink, stove, microwave, & dishwasher; picnic tables outside available on request.

Library (capacity 30) \$50 for minimum of 4 hours; \$10 for each additional hour

Classroom (capacity 15) \$50 for minimum of 4 hours; \$5 for each additional hour

Other For rental of fields or outdoor spaces, or other non-traditional rentals, please contact our offices directly for a quote.

Payment for Rentals:

Payment is made by cash or check to **Pacific Rim Institute** immediately following the event. **Call the office to arrange to pick up a key or to request an invoice.**

Rules and regulations for facilities stewardship:

1. Users are responsible for maintaining the quality of the facility and its contents.
2. The facility should be cleaned: Floors vacuumed, tables wiped off and room returned to original arrangement before leaving.
3. Trash, bottles and any other refuse should be properly disposed of before leaving.
4. Lights should be turned off and the doors locked. If the office is closed the facility key should be dropped in the green box mounted outside by the entrance.
5. No open flames are allowed inside or outside the facility, such as candles, etc.

Property Damage:

1. Any damages should be reported by the user to Pacific Rim staff as soon as possible.
2. The damage and key deposit will be returned following an inspection of the facility.
3. Users are responsible for payment of any damages Which are caused by the negligent acts or omissions of WSU, its officers, agents or employees acting in good faith in the performance of this Agreement.

51 Feb 17

APPLICATION FOR USE OF PACIFIC RIM INSTITUTE FACILITIES

TODAYS' DATE: 1/25/2017 APPLICANT/ORGANIZATION: Washington State University Extension

CONTACT: _____ PHONE: _____ EMAIL: _____
ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____
(Please use address appropriate for invoicing)

ROOM/BUILDING REQUEST: Auditorium Multi-Purpose Room Library Classroom
(Select all that apply)

START DATE & TIME: *Varies* *Allow time for setup and clean-up.

END DATE & TIME: *Varies*

Contract Term: 1/1/2017-12/31/2021

TYPE OF ACTIVITY SCHEDULED: *Varies*

Number of Attendees: *Varies* Number of tables: *Varies* Number of chairs: *Varies*
(Please call for availability of tables and chairs)

Event specific information, including rental dates and times, will be agreed upon by the parties prior to each event.

BUILDING USE RENTAL AGREEMENT

1. Charges: See fee schedule on page 1 of this Agreement

- A. Rental fee \$ _____
 - B. ** Damage & Key deposit \$ _____
 - C. Total Due \$ _____
- (Do you need an invoice? Yes / No)

Please make checks out to: Pacific Rim Institute

**refundable if facility is left in clean condition with no damage as a result of the negligent acts and/or omissions of WSU, its officers, agents and employees & key is returned to the green key box mounted on the outside of the Brooder Office building (left of the front door).


2. Liability Insurance: All renters must provide proof of insurance.

Name of Insurance Company: Washington State Self Insurance Liability Program

3. Smoking: Pacific Rim Institute is a SMOKE FREE ESTABLISHMENT. No smoking is permitted ANYWHERE on the Institute campus.

4. Alcohol: Renter must obtain the required permits, and abide by Washington State Liquor Control Board regulations.

Washington State University, hereby assumes full responsibility for the facilities used and agrees to comply with all rules and regulations as set forth for such use. WSU agrees to assume full responsibility for any damage caused to the facility incurred during the time the facilities are rented to WSU and which was caused by the negligent acts or omissions of WSU or its officers, agents or employees, and further agree to hold harmless Pacific Rim Institute and their agent in any cause brought as a result of injury, illness, or loss caused by the negligence of WSU during the period covered by this rental agreement unless such injury, illness, or loss was caused by the negligence of Pacific Rim Institute, or its officers, employees, or agents. Pacific Rim Institute assumes no responsibility for any loss or damage to goods, property, and/or equipment brought to the facilities by the organizer/guests/sponsors/vendors unless loss or damage was caused by the negligence of Pacific Rim Institute, or its officers, employees, or agents.


Applicant Agreement Heather Davison
Contracts Specialist
Washington State University

1/25/17
Date

Donations made above and beyond your rental fee support ongoing stewardship of our prairie and facilities.
Thank you for your donation!


Approved by Pacific Rim Institute Agent

21 Feb '17
Date

PHONE: 360-678-5586 Pacific Rim Institute, 180 Parker Road, Coupeville WA 98239

FAX: 360-678-0216