



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

Pacific Rim Institute 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:

Auditorium (capacity 95)

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

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

Student Center 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 available on request.

Library (capacity 30) \$40 for minimum of 4 hours; \$10 for each additional hour

Classroom (capacity 15) \$30 for minimum of 4 hours; \$10 for each additional hour

Payment for Rental

Payment is made by cash or check to **Pacific Rim Institute** prior to event or at time of picking up facility key. Call the office to arrange to pick up a key.

Responsibilities of users 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 key slot on the campus garage door.
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.

APPLICATION FOR USE OF PACIFIC RIM INSTITUTE FACILITIES

DATE _____ APPLICANT/ORGANIZATION _____

CONTACT: _____ PHONE (W) _____ (H) _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

RESERVATIONS FOR: Auditorium Multi-Purpose Room Library India Room Great Lakes Room

(dates) _____

FROM _____ am/pm TO _____ am/pm (ALLOW TIME FOR SET-UP AND CLEAN-UP)

TYPE OF ACTIVITY SCHEDULED _____

NUMBER OF ATTENDEES _____

I / We _____ hereby assume full responsibility for the facilities used and agree to comply with all rules and regulations as set forth for such use. I / We agree to assume full responsibility for any damage caused by us or our guests to the facility or public liability incurred during the time the facilities are rented to me / us, and further agree to hold harmless Pacific Rim Institute and their agent in any cause brought as a result of injury, illness, or loss during the period covered by this rental agreement.

APPLICANT SIGNATURE _____ DATE _____

BUILDING USE RENTAL AGREEMENT

1. Charges:

A. Rental fee \$ _____

B. ** Damage & Key deposit \$ 100.00

C. Total Due \$ _____

**refundable if facility is left in clean condition with no damage, & key is returned to Green key box mounted on the outside of Student Center building to the left of the front door

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

Name of Insurance Company: _____

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.

Users are encouraged to make donations beyond the mere basic fees to help support the maintenance and upgrading of facilities.

Approved by Pacific Rim Institute Agent

Date