



**Pacific Rim Institute Rental Form**

180 Parker Road, Coupeville, WA 98239

Phone: 360-678-5586

[www.pacificriminstitute.org](http://www.pacificriminstitute.org)

[julie@pacificriminstitute.org](mailto:julie@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 your needs.*

**APPLICATION FOR USE OF PACIFIC RIM INSTITUTE FACILITIES:**  
**BUILDING USE RENTAL AGREEMENT**

**GROUP:** \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Rental Rates:**

**Granary Auditorium** (capacity 95) \$50 for minimum of 2 hours; \$15 for each additional hour

**Roost** (capacity 30) \$25 for minimum of 2 hours; \$15 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 to be made by cash or check to Pacific Rim Institute prior to the event.

Call the office to pick up a key, for early or multiday rentals, and/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 shall be cleaned: Floors vacuumed, tables wiped off and room returned to original arrangement before leaving.
3. Trash, bottles and any other refuse shall be properly disposed of before leaving.
4. Lights shall be turned off and the doors locked. If the office is closed, the facility key shall 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.
6. Renter/Organization and all participants shall conduct themselves and all business respectfully/non-confrontational towards others including all PRI staff, volunteers and visitors.

**Property Damage:**

1. Any damages shall be reported by the user to Pacific Rim staff as soon as possible.
2. Users are responsible for payment of any damages.

**Please make checks to: Pacific Rim Institute**

**1. Liability Insurance:** All renters must provide proof of insurance.

**Name of Insurance Company:**

Please provide PRI as additional insured certificate.

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

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

**4. Naval Air Station Whidbey Outlying Field:** Renter is hereby notified that said property is located in the vicinity of the Naval Air Station Whidbey Outlying Field in Coupeville, which can be used for training purposes. Training flights can take place on weekdays only but can occur at all times of year. Renter agrees to hold PRI harmless from any disturbance because of training flights.

**Building Rental Request**

*Fill in the white cells...appropriate areas below:*

*Fill per your building desired: Dates, Term, Number of Days, Time In and Time Out.*



<u>Organization:</u>		<u>Email:</u>	
<u>Name:</u>		<u>Ph #:</u>	
<u>Address:</u>		<u>Alt Email:</u>	
<u>City, St, Zip:</u>		<u># Attend:</u>	

**Granary/Auditorium:** capacity 95, Daily: \$50 for a minimum 2 hours; \$15 each additional hour.

**Roost:** capacity 30, Daily: \$25 for a minimum of 2 hours; \$15 for each additional hour.

Estimated  
Costs

<u>Date Start</u>	<u>Date Out</u>	<u>Term of days</u>	<u>Week Day</u>	<u>Number of Days</u>	<u>Time In</u>	<u>Time Out</u>	Fill # of days, time in/out

\$100 Fee for PRI staff to set up and breakdown the room.  
Would you like for PRI to handle this for your group?

*The charts are based on Term charges and are billed at the beginning of the term cycle of use.*

*Accounts deemed past due 14 days from end of Term. 15 days termination notice required for this contract prior to the end date.*

*Facility use within this agreement to be terminated upon past due date and resumed upon payment.*

*Term refers to the cycle of use/billing/payments within the above Start/End Dates*

**I / We,** \_\_\_\_\_, 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 because of injury, illness, or loss during the period covered by this rental agreement. 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.

**Applicant Signature of Agreement:** \_\_\_\_\_

**Date** \_\_\_\_\_

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

**Approved by Pacific Rim Institute Agent:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*This document/agreement including any attached documents signed shall become a Contract between all parties upon signature by Pacific Rim Institutes Agent: **Forrest Inslee, Mosa Neis, or Julie Clark** and effective per date signed by the same.*

**PHONE: 360-678-5586**

**email: [julie@pacificriminstitute.org](mailto:julie@pacificriminstitute.org)**