



# CONFERENCE CENTER RENTAL APPLICATION

## CONTACT INFORMATION

Group/Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact 1 Name: \_\_\_\_\_ Contact 1 Title: \_\_\_\_\_

Contact 1 Email: \_\_\_\_\_ Contact 1 Phone: \_\_\_\_\_

Contact 2 Name: \_\_\_\_\_ Contact 2 Title: \_\_\_\_\_

Contact 2 Email: \_\_\_\_\_ Contact 2 Phone: \_\_\_\_\_

## EVENT INFORMATION

Event Name: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Requested Facility Use Time (set-up/take-down inclusive): \_\_\_\_\_ to \_\_\_\_\_

*\*standard set-up time includes 30 minutes before/after your event, time exceeding that will count as event time for pricing purposes*

Event Start/End Time: \_\_\_\_\_ to \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

*\*estimate is ok, please contact conference center if final numbers significantly differ*

Special Requests (i.e. ADA, space issues, etc.):  
\_\_\_\_\_

## FACILITY PRICING

For informational purposes only, contact conference center to best determine your needs.

Building hours are Monday through Friday 8am to 4pm.

ROOM	GOVERNMENT & NON-PROFIT		FOR-PROFIT ORGANIZATIONS	
	1/2 Day 0-4 hours	Full Day 5-8 hours	1/2 Day 0-4 hours	Full Day 5-8 hours
<b>Single Room</b> <i>Cedar, Duwamish, Nisqually, Puyallup or Snoqualmie</i>	<b>\$375</b>	<b>\$450</b>	<b>\$425</b>	<b>\$525</b>
<b>Double Room Combination</b> <i>Cedar/Duwamish, Duwamish/Nisqually</i>	<b>\$675</b>	<b>\$850</b>	<b>\$825</b>	<b>\$1,000</b>
<b>Triple Room Combination</b> <i>Cedar/Duwamish/Nisqually</i>	<b>\$875</b>	<b>\$1,050</b>	<b>\$1,025</b>	<b>\$1,250</b>
<b>Rent All 5 Rooms</b> <i>Cedar, Duwamish, Nisqually, Puyallup, and Snoqualmie</i>	<b>\$950</b>	<b>\$1,275</b>	<b>\$1,300</b>	<b>\$1,975</b>

## CATERING INFORMATION

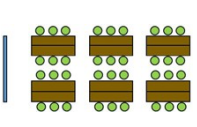
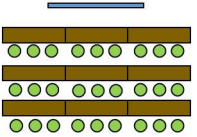
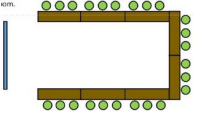
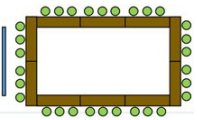

*Puget Sound ESD does not require a specific caterer to be used, but the caterer must have any required state permits. The user is responsible for contacting, scheduling, ordering, receiving, and payment of catering services, as well as cleanup if this is not provided by the caterer.*

Catering Provider(s) (if none, please write "N/A"): \_\_\_\_\_

Catering Arrival Time(s) (estimate is ok): \_\_\_\_\_

- Catering Set-up Location(s):
- In-room (light refreshments/snacks only)
  - Lobby catering countertop
  - Catering tables in lobby (multi-room events only)

## ROOM SET-UP

<input type="checkbox"/>	Pods	
<input type="checkbox"/>	Classroom	
<input type="checkbox"/>	U-Shape	
<input type="checkbox"/>	Rectangle	
<input type="checkbox"/>	Theater	
<input type="checkbox"/>	Other	<i>Please attach a diagram, subject to conf. ctr. approval</i>
<input type="checkbox"/>	None	<i>Empty room, no chairs/tables</i>

## COMPUTER SETUP

<input type="checkbox"/>	No computer needed
<input type="checkbox"/>	Desktop computer in room
<input type="checkbox"/>	Bringing own laptop <small>(connect via USB-C or HDMI + USB-A)</small>

## EQUIPMENT

<input type="checkbox"/>	Document Camera
<input type="checkbox"/>	Mobile Flip Chart Stand / Dry Erase Board
<input type="checkbox"/>	Room Cameras + Room Microphone Array <small>(for video conferencing, etc.)</small>
<input type="checkbox"/>	Wireless Microphones <small>(1 per room, addl. subject to availability)</small> # of handheld mics ____ # of lavalier mics ____



# CONFERENCE CENTER RENTAL APPLICATION

## RENTAL POLICY & PROCEDURES

The Rental Policies and Procedures apply to all events held at the PSES D Conference Center. Events are scheduled on a first-come first-served basis. Events will not be approved without a completed and signed rental application. The applicant shall be a representative of the renting organization and may be referred to as the "Applicant", or "User".

## USE OF SPACE

The facility is not available for political, religious, or fundraising programs or activities. All rentals include the use of pre-function areas within the Conference Center, but must be considered shared space in the event multiple events are occurring at the same time. If event staff or attendees utilize another room not previously secured by written agreement, the applicant may be billed for use of that space.

## CATERING

Puget Sound ESD does not require a specific caterer to be used, but the caterer must have any required state permits. The user is responsible for contacting, scheduling, ordering, receiving, and payment of catering services, as well as cleanup if this is not provided by the caterer.

## CANCELLATION POLICY

Cancellations must be submitted to the Conference Center in writing. The following cancellation policy will apply:

- Rental fees include a non-refundable \$50 booking fee assessed if an event is cancelled or changed.
- Events cancelled between 7 and 30 days prior to the event date: 50% of the total rental fee will be assessed.
- Events cancelled less than 7 days prior to the event date (including no-shows or no notice cancellations): 100% of the total rental fee will be assessed.

In the event of mechanical failure, inclement weather, utility outages, fire, wind-storm, flood or other unforeseen circumstances beyond the control of the Puget Sound ESD for causes not under its control, this agreement may be canceled. User waives any claim for damage or compensation should this agreement be terminated by the Puget Sound ESD for causes not under its control.

## DAY-OF-EVENT CHANGES

Room set-up is the responsibility of the Puget Sound ESD. If the room set-up is changed on the day of the event, the change can take up to 2 hours to be re-set, depending on the size of the event and other events occurring at the time of request. Changes in room set-up or room locations after confirmation will be charged an additional fee.

## INSURANCE COVERAGE

The applicant is required to provide proof of general liability coverage through a Certificate of Liability Insurance of no less than \$1 million per occurrence. The Puget Sound ESD must be named as additionally insured in the Description portion of the Certificate and as a Certificate Holder on said policy. Coverage cannot be cancelled or reduced without thirty (30) day's written notice to the District.

A Letter of Evidence of Coverage stating minimum coverage for Self-Insured entities is also acceptable. Applicant expressly agrees to secure the aforementioned insurance coverage. If the use of the District's facilities is to be ongoing, the applicant shall provide a new Certificate of

Liability or Evidence of Coverage Letter thirty (30) days prior to the anniversary date of their current coverage document on file with the District.

## RESTRICTED AREAS

The Puget Sound ESD Conference Center is located within the PSES D Renton building. The applicant is hereby notified that the building is a working office for PSES D staff and tenants. Attendees should be made aware that offices and open hallways adjacent to office space is off limits without official business.

## DAMAGE TO PROPERTY & EQUIPMENT

The user shall be responsible for expenses associated with excessive clean-up of rental space, payment of and/or replacement of damaged equipment. Users shall be liable for any damage to the building or equipment other than normal wear and tear. Use of buildings and equipment to any user may be denied for previous improper use.

Any equipment the PSES D Conference Center does not provide should be arranged by the user. The Conference Center will not set-up, maintain, troubleshoot, or load-out any outside equipment, and is not responsible for damages associated with it.

## MAXIMUM OCCUPANCY

Users shall ensure adherence to maximum occupancy limits for each room rented, and that fire exits are unobstructed at all times. Maximum occupancy changes depending on room set-up types as well as other large moveable or non-moveable objects added to or removed from the rooms. If the number of expected attendees changes, the Puget Sound ESD must be notified so adjustments in rooms can be made, if available.

## STORAGE SPACE

Storage space at the PSES D is limited. Unless otherwise agreed upon, we will not accept shipments or deliveries for storage in preparation for the applicant's event. The user must contact the Conference Center to arrange delivery and storage of any materials until the rental date.

## PARKING

Free self-parking is available in the front and back of the PSES D Renton building. Public transit is available in the area, but it is the responsibility of the user and/or attendees to locate specific transit routes and schedules.

## DECORATIONS, SIGNS, AND SCENTS

Prior consent and approval must be obtained to secure signage, decorations or other materials to the walls. No adhesive tape, tacks, nails, staples, pushpins, or other form of adherence may be used on the conference room walls or furniture. Only blue "painter's" style tape or "post-it" style sticky-backed papers may be adhered to walls or furniture. No candles or open flames are permitted, except with proper care in the use of chafing dishes or other catering related items under the control of the PSES D exclusive caterer.

In the interest of maintaining a comfortable environment for Conference Center visitors and staff, we ask that you refrain from using scented products as the Puget Sound ESD is a fragrance-free facility.



# CONFERENCE CENTER RENTAL APPLICATION

**SMOKING AND ALCOHOL**

Per Washington State Law, smoking is prohibited within 25 feet of doors, openable windows, and air intakes in any public places or workplaces.

Per Puget Sound ESD policy, smoking is prohibited on or within any ESD grounds or property, including the parking lot. Smoking is permitted on the public sidewalks on 7th Street SW, and Oakesdale Ave SW.

Consumption of alcohol is prohibited on or within Puget Sound ESD grounds or property.

**BILLING & PAYMENT**

PSED accepts Visa, MasterCard, Discover, and business checks for payment. You will be sent an invoice within one (1) week following conclusion of the event, and full payment is due within thirty (30) days of invoice date. Any additional services or charges incurred during the event will be added to the final invoice.

To pay by credit card, call 425-917-7628. Checks can be mailed to the address listed below. Applicants with previous delinquency history may be required to submit a portion or full pre-payment to secure your reservation.

Puget Sound ESD  
Attn: KR-01  
800 Oakesdale Ave SW  
Renton, WA 98057

**INDEMNIFICATION**

By signing below, this applicant agrees to protect, indemnify, and hold harmless the Puget Sound ESD, its elected and appointed officials, employees, agents and staff from any and all claims, liabilities, damages, expenses, or rights of action, directly or indirectly attributable to the User's activities and/or use of premises in connection with this agreement.

**VERIFICATION AND CONFIRMATION**

I hereby request the use of the above facility on the stated date and agree to all terms, conditions, and rules of the Puget Sound ESD. I and/or my organization agree to the following:

- 1) Financially responsible to the Puget Sound ESD for the use of and care of the facility and/or equipment.
- 2) I am authorized to sign and enter the aforementioned organization into a rental agreement with the Puget Sound ESD
- 3) I have read and understood the rental policies and procedures regarding use of the conference center.
- 4) The character of the activity will conform to the description in the application.
- 5) This agreement is considered tentative pending a written response confirming acceptance of the agreement.

Signature: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_