

Association of Washington School Principals (AWSP)
1021 8th Avenue SE
Olympia, WA 98501
Phone: 360.357.7951 Fax: 360.357.7966

FACILITY USE AGREEMENT

Date of Meeting(s) _____
Meeting Room(s) _____

Beginning Time of Meeting _____ Ending Time _____
Access Time _____ Departure Time _____

Meeting Organizer/Company _____
Contact Phone _____ Cell Phone _____

Approximate number of meeting attendees _____

Number of chairs needed? _____ Number of tables needed? _____
(40 chairs available.) (8 – 30" tables and 10 – 18" tables available.)

Please check the following equipment you will require: **N/A**

<p>PLEASE DO NOT TAPE, TACK, STAPLE, OR NAIL ANYTHING TO OUR MEETING ROOM WALLS WITHOUT PRIOR PERMISSION.</p>
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**Please remember you are responsible for setting up your meeting and cleaning up afterwards and for setting up and supplying your own refreshments, if desired.*

RENTAL USE FEE

The use for the AWSP Training Room is \$50- half day; \$100 – full day (5-8 hrs) _____ Please make your check payable to AWSP.

MEETING SPACE HOURS OF AVAILABILITY

The meeting space at AWSP is available from 8:00 a.m. until 4:00 p.m. This Agreement is for the use of the Training Room, adjacent kitchen area, and bathrooms downstairs. The Training Room access is via elevator upstairs, and doors on the lower level downstairs.

SIGNS/MEETING NOTICES

You may use our address in your meeting announcements; however, we request that you DO NOT place our name or telephone number on any materials you distribute to advertise your meeting.

INDEMNIFICATION

To the fullest extent permitted by law, GROUP shall be responsible and hereby indemnifies WSPEF, its officers, directors, employees, and agents, for and agrees to hold WSPEF harmless from any loss, liability or damages to GROUP or any third party as a result of any personal injury or property damage that occurs in, on, or about the premises described in this Agreement during GROUP's use thereof, except only any loss, liability or damage caused by the sole negligence of WSPEF.

Signature of Responsible Party

Date

Please complete **Facility Use Agreement** and return to:

Emily Tate, Administrative Assistant

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Association of Washington School Principals
1021 8th Avenue SE, Olympia, WA 98501-1500

AWSP is a non-smoking facility. Please respect this policy.