LOCATION

THE PRINCIPALS ASSOCIATION is in
Olympia, WA, conveniently located off
Interstate 5.

Directions:
Southbound I-5
1. Take Exit 105-B (City Center/Port of
Olympia). Stay to right.
2. Go to third light, 8th Avenue SE, and
turn right at light.
3. Follow 8th Avenue approximately 2-1/2
blocks. The office is located on the
corner of 8th Avenue and Eastside
Street on the right. Parking is available
on the west and east ends of the
building.

Northbound I-5
1. Take Exit 105 (City Center/Port of
Olympia). Stay to right circling under I-
5.
2. At light (Plum Street) turn left (staying
in right turn lane).
3. On Plum, go to second light, 8th Avenue
SE, and turn right.
4. Follow 8th Avenue approximately 2-1/2
blocks. The office is located on the
corner of 8th Avenue and Eastside
Street on the right. Parking is available
on the west and east ends of the
building.

PRINCIPALS ASSOCIATION
Association of Washington School Principals
Washington School Principal’s
Education Foundation

Meeting Room Facilities

1021 8th Avenue SE
Olympia, WA 98501-1500
360.357.7951
The Washington School Principals’ Education Foundation (WSPEF) has the following meeting space available at THE PRINCIPALS ASSOCIATION for use by outside groups:

**Training Room**
- Theater-style for up to 60
- U-Shape for up to 24
- Classroom for 28-42
- 6’ folding tables - (14) 18” or (9) 30”
- Upholstered stack chairs

**Conference Room**
- Boardroom seating for 14

**Facility Availability**
- 7:30 a.m. to 4:30 p.m.
- Monday through Friday (exceptions may apply)

**Facility Fee**
- $50 minimum use [2 hours or less]
- Morning [7:30 a.m.-12:00 p.m.] - $50
- Afternoon [12:00 p.m.-4:30 p.m.] - $50
- All Day [7:30 a.m.-4:30 p.m.] - $100
- $25/hour for use beyond scheduled times

**Additional custodial fee** will be charged if group does not clean up—minimum charge is $50; total charge depends on time required.

Group will be billed for user fee. Failure to pay the user fee will result in loss of building use privileges.

**Access**
- Facility in compliance with ADA meeting accessibility requirements.

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**Equipment**

**Equipment available**
- Pull-down Screen
- Large Wall-mounted Whiteboard
- Extension Cords and Power Strips
- Flipcharts (2) – Group must supply all paper and markers
- Wireless Internet Access Available

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**Catering**

**Kitchen facility** (sink, refrigerator, large coffeemaker)
- Water cooler located in training room
- Breakfast/lunch/break items available through local caterers

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**Special Circumstances**

Any group renting the facility on a regularly scheduled basis may be requested to relocate on a rare occasion to allow the Association first access to its facility. The group would be given adequate notice of such an event to allow them to find an alternate location for this day.

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**Local Accommodations**

- **Double Tree by Hilton Hotel Olympia**
  - 417 Capital Way North
  - Olympia, WA 98501
  - Phone: 360.570.0555

- **Hotel RL Olympia**
  - 2300 Evergreen Park Drive SW
  - Olympia, WA 98502
  - Phone: 360.943.4000

- **Hilton Garden Inn**
  - 2101 Henderson Park Lane SE
  - Olympia, WA 98501
  - Phone: 360.236.9934

- **TownePlace Suites by Marriott Olympia**
  - 900 Capitol Way South
  - Olympia, WA 98501
  - Phone: 360.753.8770

- **La Quinta Inn Tumwater**
  - 4600 Capitol Blvd SE
  - Tumwater, WA 98501
  - Phone: 360.352.5433

- **Holiday Inn Express Hotel & Suites**
  - 4460 3rd Ave. SE
  - Lacey, WA 98503
  - Phone: 360.451.7985

- **La Quinta Inn Lacey**
  - 4704 Park Center Avenue NE
  - Lacey, WA 98516
  - Phone: 360.412.1200

- **Ramada Inn**
  - 4520 Martin Way East
  - Lacey, WA 98516
  - Phone: 360.459.8866