

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

## FACILITY USE AGREEMENT

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Date of Meeting(s) \_\_\_\_\_  
Meeting Room(s) \_\_\_\_\_

Beginning Time of Meeting \_\_\_\_\_ Ending Time \_\_\_\_\_  
Access Time \_\_\_\_\_ Departure Time \_\_\_\_\_

**\*NOTE: Our office closes at 4:30pm**

Meeting Organizer/Company \_\_\_\_\_  
Contact name \_\_\_\_\_ Contact phone \_\_\_\_\_  
Contact email \_\_\_\_\_

Approximate number of meeting attendees \_\_\_\_\_

40 chairs available  
8 – 30” tables and 10 – 18” tables available

The room is also equipped with a projector, white board, and wifi.

**PLEASE DO NOT TAPE, TACK, STAPLE, OR NAIL  
ANYTHING TO OUR MEETING ROOM WALLS  
WITHOUT PRIOR PERMISSION.**

***\*Please remember you are responsible for your own meeting set-up and clean up. Please reset room when finished.***

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### **RENTAL USE FEE**

The use for the AWSP Training Room is \$100- half day; \$200 – 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. Other rooms/areas in the building are not available for use.

### **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.

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Signature of Responsible Party

Date

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

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## **FACILITY USE AGREEMENT**

Kim Marquette, Operations Director  
Association of Washington School Principals  
1021 8<sup>th</sup> Avenue SE, Olympia, WA 98501-1500  
kim@awsp.org

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