

AU SABLE INSTITUTE

OF ENVIRONMENTAL
STUDIES



Au Sable – Pacific Rim
180 Parker Road, Coupeville, WA 98329
(360) 678-5586 Phone • (360) 678-0216 Fax
www.ausable.org

APPLICATION FOR USE OF FACILITIES

One Time Request On-going Activity

BUILDING USE REQUEST

DATE _____

APPLICANT OR
ORGANIZATION _____

CONTACT
PERSON: _____

PHONE (W) _____ (H) _____

ADDRESS _____ CITY _____ STATE: _____ ZIP _____

E-Mail _____

RESERVATIONS FOR: DATE(S) _____

DAY(S) OF THE WEEK _____

HOURS OF DAY _____

FROM _____ TO _____

(ALLOW TIME FOR SET-UP AND CLEAN-UP)

TYPE OF ACTIVITY SCHEDULED _____

NUMBER OF ATTENDEES _____

I / We _____ date _____ hereby 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 is rented to me / us, and further agree to hold harmless Au Sable Institute and their agent in any cause brought as a result of injury, illness, or loss during the period covered by this lease.

APPLICANT _____
(Signature)

TODAY'S DATE _____

AU SABLE INSTITUTE USE ONLY

APPROVED _____

DATE(S) _____

NOT APPROVED _____

HOURS: FROM _____ TO _____

SIGNATURE OF FACILITIES MANAGER _____ DATE _____

COMMENTS _____

BUILDING USE RENTAL AGREEMENT

1. Charges:

A. Rental fee	A. \$ _____
B. Deposit (50% of line A)	B. \$ _____
C. Damage & Key deposit (refundable if all is in order)	C. \$ <u> \$100.00 </u>
D. Total Due Now (Line B)	D. \$ _____
E. Balance Due when picking up the key:	E. \$ _____

2. Smoking: Au Sable Institute is a SMOKE FREE ESTABLISHMENT. No smoking is permitted on the campus.

3. Alcohol: The renter must obtain the required permits and abide by all regulations established by the Washington State Liquor Control Board.

4. Liability Insurance: All renters must provide proof of insurance. Organizations renting on a regular basis will be asked to add Au Sable Institute to their own liability policy as an 'Additional Insured'. Individuals should contact their Homeowner's Insurance Company.

Name of Insurance Company: _____

5. General Responsibilities: Renters of the facilities are responsible for:

- A. The contents of the facilities i.e. fire extinguishers, chairs, tables, etc.
- B. Cleaning the facilities after the event to the original condition.
- C. Disposing of all trash, cans, bottles and any other refuse.
- D. Turning off all lights and locking doors before vacating the facilities and leave the key in the key deposit slot
- E. Assuring there will be no open flames inside or outside the facilities i.e. candles, lanterns, matches, campfires etc.
- F. Other Special Conditions, Limitations, or Exceptions:

Au Sable Institute
Harold Hertlein, Facilities and Site Manager
Au Sable – Pacific Rim
180 Parker Road, Coupeville WA 98239
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