

Pacific Tower
Community Health and Innovation Center

Tenant Rental Information

January 2019



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Pacific Tower Shared Space Rental Information

About Pacific Tower

Pacific Tower is Seattle's newest home for Seattle College's health education programs and a dynamic hub for some of our most vital and innovative nonprofits. Located on Beacon Hill in one of Seattle's most iconic buildings, Pacific Tower creates an exciting national model for expanded health care training, service innovation, and community impact.

The driving vision for Pacific Tower is a creative, collaborative space that fosters intentional linkages and synergies that span issues of health care, education, job creation, energy efficient buildings and the health of the nonprofit sector. And the results promise to be stunning!

Altogether, the Pacific Tower comprises 205,000 square feet of innovation and possibility, all of which is made possible through a long-term lease between the [Pacific Hospital Preservation and Development Authority](#) and the State of Washington Department of Commerce.

Key to the success of the building is access to meeting, conference and event space to the college and nonprofits in the building, with excess space made available for public use.

Need information not included below? Contact PacTowerAdmin@urbanrengroup.com

Location and Public Access

1200 12th Avenue South
Seattle, WA 98144

There are two public entrances to the Pacific Tower: the main entrance, located on the south side of the building (Level 1), and the North entrance (Level B). ADA accessibility is through north entrance of building.

The standard building hours are 7 am – 6 pm Monday through Friday, with no access on major holidays. After-hours and holiday access can be arranged with FareStart for scheduled events.

Available Rooms

Suite 820 – small meeting room



Suite 810 – large meeting room



Suite 180 – meeting room 1st floor East



Panoramic Center – conference space



PacMed Ground West 1 & 2



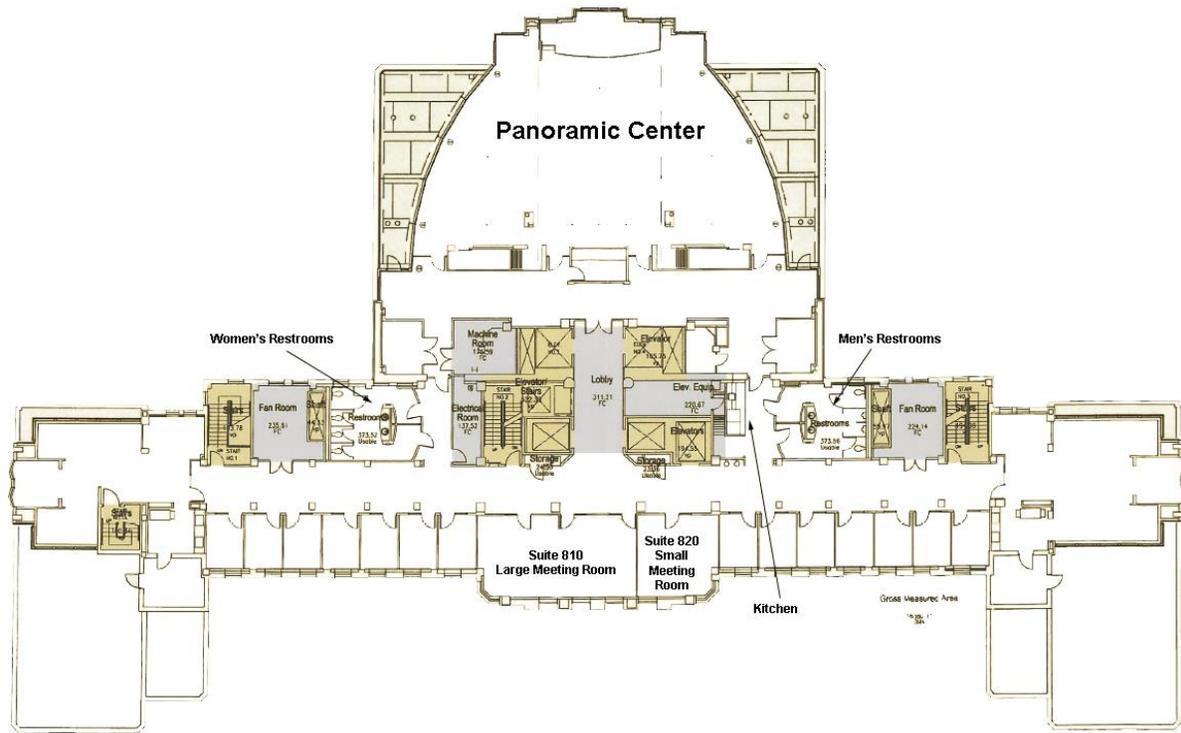
PacMed Ground West 1



PacMed Ground West 2



Room	Square Feet	Capacity	Amenities
PacMed Ground West 1 & 2	1,710 sq ft	GW1 up to 48 people depending on room configuration GW2 up to 14 people depending on room configuration	<ul style="list-style-type: none"> • Foyer/hospitality area • Projector screen • White board wall • Conference phone • Integrated AV system • Room can be broken into 2 separate spaces
Suite 180	608 sq ft	Up to 30 people depending on room configuration	<ul style="list-style-type: none"> • 2 White boards w/markers • Projector screen • Integrated AV system • Conference phone • Wi-Fi
Suite 820	340 sq ft	Up to 15 people depending on room configuration	<ul style="list-style-type: none"> • White board w/ markers • Conference phone • Flatscreen TV for projection • Wi-Fi
Suite 810	676 sq ft	Up to 40 people depending on room configuration	<ul style="list-style-type: none"> • 2 White boards w/ markers • Conference phone • Projector screen • Integrated AV system • Wi-Fi
Panoramic Center	5,550 sq ft	<ul style="list-style-type: none"> • 270 people lecture style set-up • 120 with round tables and chairs • 130 in a classroom style setting • 300 people for a reception 	<ul style="list-style-type: none"> • State-of-the-art AV system • Projector and screen • Room can also be broken into 3 separate spaces



Meeting Rooms (Suites 180, 820 & 810, PacMed Ground West)

Reservations for meeting rooms can be made on the Pactower.org or by contacting PacTowerAdmin@urbanrengroup.com. All reservation requests for Ground West will be directed to PacMed directly for approval and confirmation.

Pacific Tower tenants have priority for scheduling if they schedule between 13-19 months in advance.

Pacific Tower tenants have access to meeting rooms, which can be scheduled as noted above, on weekends, evenings, and holidays as long as the rooms are not required by FareStart.

The 8th floor is accessible by elevator starting at 7am. If after hours access is needed, please inform Urban Renaissance Group at PacTowerAdmin@urbanrengroup.com, who will coordinate access with building management.

Audio/ Visual Equipment

Pacific Tower tenants are welcome to use the LED monitors available in the meeting rooms with advance notice. Please include your request for the AV cables when scheduling your reservation. Urban Renaissance Group cannot guarantee access to connecting cables and remotes to use with monitors if advance notice is not given.

Rental Fees for Meeting Rooms

Rate

Tenants do not pay a fee for meeting room use.

Cancellation

Pacific Tower tenants may give up to a 1-day notice for cancellation of reservation. If notice is not provided by established time line a cancellation fee of \$25 will be assessed.

Guidelines for Use of Meeting Spaces

Setup

Renter is responsible for the set-up and clean-up of the room in use. Please inform the responsible organizer that building staff will not be responsible to arrange furniture in advance. When scheduling your reservation please be sure to schedule enough time and arrange for enough people (at least 2) to help set-up and clean-up. Renter is responsible for any damage for furnishings being moved for rental and assumes liability.

If there are any spills, please notify us immediately. If there are stains which require professional cleaning, you may be billed for this service.

Cleanup of Meeting Rooms

Rooms must be returned to “**Basic Condition**” at the end of use:

- All debris shall be cleared from the room and disposed of in designated food waste, recycling and garbage receptacles.
- Tables must be wiped.
- The space must be in “broom clean” condition. A vacuum is available upon request.
- The space will be set up as it was used by the previous renter. Costs of removal and set-up of furniture will become an additional expense added to the room fee.
- If a room is being used by people with disabilities who are unable to move furniture and assistance is needed, please include this in the rental information. A fee of \$65 per hour, with a minimum charge of \$65, will be added for set-up and tear down.
- A cleaning fee of \$200 will be charged if the room is not completely cleared and cleaned of trash.
- If any tables or chairs are being used outside of the room, please place them back in the room at the end of your reservation time.

Panoramic Center

The 8th Floor Panoramic Center at Pacific Tower has a view of both the Olympics and Cascades, Downtown and the Puget Sound. The full Panoramic Center can fit a capacity of 270 in a lecture style set-up, 120 with table rounds and chairs, 130 at classroom style (narrow tables and chairs), and 300 for a reception. There is a state of the art A/V system built into the center with ceiling projector and screen.

The Panoramic Center can also be broken down into 3 separate rooms. The room can be set up for 30 seated at thin tables and chairs classroom style, 80 with a reception set-up, and 60 in a lecture theater style set-up.

Reserving the Panoramic Center

Pacific Tower tenants have priority for scheduling if they schedule 19 months in advance.

Weekday daytime

Weekday daytime reservations for Panoramic Center can be made on Pactower.org or by contacting PacTowerAdmin@urbanrengroup.com. Weekday events may not be scheduled beyond 4pm on Monday – Thursday or beyond 3pm on Friday, and should be scheduled with FareStart.

Evenings, weekends, and holidays

FareStart manages the Panoramic Center Monday through Thursday beginning at 4pm, Friday beginning at 3pm, holidays and weekends. Reservations for the Panoramic Center on evenings and weekends can be made by contacting FareStart Catering at catering@farestart.org, or by calling (206) 267-7606.

Holidays

Reservations for the Panoramic Center may be made through FareStart on the following holidays:

New Year's Day *
Martin Luther King Jr. Day
Presidents' Day
Memorial Day
Pre-Independence Day
Independence Day *
Labor Day *
Thanksgiving Day *
Day after Thanksgiving
Christmas Eve
Christmas Day *

* On these days there is no public access to the building unless reservation is with FareStart.

Rental Fees for Panoramic Center

Pacific Tower tenants will have first priority for use of facilities and do not pay fees for the daytime weekday use of the Panoramic Center. Tenants pay a discounted fee for the use of the Panoramic Center on holiday, weekends and evenings (after 4pm Monday-Thursday, after 3pm Fridays) by making reservations with FareStart.

Panoramic Center Reservations

Rental reservation must be completed by an adult; further, all events must be supervised by a designated adult.

When renting from Urban Renaissance Group for weekday daytime use...

Weekday daytime reservations for the Panoramic Center can be made on our Pactower.org or by contacting PacTowerAdmin@urbanrengroup.com. Weekday daytime reservations cannot extend into evening times (after 4pm Mon-Thurs and after 3pm Fri).

Rate

Tenants do not pay a fee for meeting room use.

Cancellation

Pacific Tower tenants may give up to a 1-day notice for cancellation of reservation. If notice is not provided by established time line a cancellation fee of \$25 will be assessed.

When renting from FareStart for evening, weekend, or holiday use...

Reservations for the Panoramic Center on evenings (Mon-Thurs: beginning at 4pm, Fri: beginning at 3pm) weekends and holidays can be made by contacting FareStart Catering by calling (206) 267-7606. Or by emailing catering@farestart.org.

Room Reservations are based on a 4-hour minimum. There may be occasions when a group is scheduled directly after your contracted time; therefore, no overrun of time will be allowed. Evening and weekend rentals must be arranged by calling FareStart.

Payment

Payment is due in full prior to your event. FareStart will outline payment terms and conditions upon signing an agreement and securing your event. Check payments can be made payable to: 700 Virginia Street, Settle WA 98101 or faxed to 206-441-1178.

A non-refundable deposit is required at the time of booking with subsequent deposits due prior to the event date.

Cancellation

If a cancellation occurs, liquidated damages are charged based on the notification date.

Guidelines for Use of Panoramic Center

When renting from FareStart...

If you are renting the Panoramic Center through Farestart for a catered event, setup and cleanup of the conference center is done by FareStart.

When renting for weekday daytime use...

Setup

For daytime weekday use arranged through Urban Renaissance Group, a person in attendance must be responsible for the set-up, breakdown, and clean-up of the space. Please inform the responsible organizer that building staff will not be responsible to arrange furniture in advance. When scheduling your reservation please be sure to schedule enough time and arrange for enough people (at least 2) to help set-up/breakdown/clean-up. Renter is responsible for any damage for furnishings being moved for rental and assumes liability.

If there are any spills, please notify us immediately. If there are stains which require professional cleaning, you may be billed for this service.

Cleanup

- For daytime weekday use arranged through Urban Renaissance Group, all furnishings must be put away and stored properly at the end of the use of the Panoramic Center unless you are otherwise notified. A cleaning fee of \$200 will be charged if the room is not completely cleared and waste, trash, recyclables disposed of in proper receptacles.

Amenities

Wi-Fi

Wi-Fi is available in meeting rooms 180, 820, 810 and the Panoramic Center. (No Wi-Fi in PacMed Ground West at this time)

8th Floor & 1st Floor Access Wi-Fi
SSID: Pacific Tower Guest
Password: no password

Furnishings

Rental of the meeting rooms or Panoramic Center includes the use of round or narrow rectangular tables, chairs, white boards, ceiling mounted overhead projector and screen and flat-screen for projection where applicable. A variety of other equipment, such as microphones, easels, and conference phone is available to check-out. This equipment should be requested at the time of booking to ensure availability.

Environmental sustainability features

Pacific Tower has an energy-efficient overhead lighting system that modulates automatically based on daylight provided from exterior windows. If you need strong lighting the room you may have to adjust the setting.

A building wide recycling program for paper, cardboard, aluminum, plastic, glass, and compost waste has been established. Trash, recycle and compost bins are provided in multi-tenant floor kitchens as well as each reservable room on the 8th floor.

When discarding cardboard boxes, please break them down and put them in an obvious spot with the word “recycle” displayed on the item(s). This goes for other items you need to dispose of that may be too large for the trash receptacle.

Food

Café/Cafeteria space

A FareStart café is available on the 1st Floor of the Pacific Tower and a cafeteria is planned to open in the near future.

Food service

Catering and food service in Pacific Tower is provided by FareStart, with which Pacific Tower has an exclusive catering arrangement. Contact FareStart Catering: catering@farestart.org, or (206) 267-7606. FareStart is a nonprofit organization that transforms the lives of people and families by offering training in culinary fields and by providing high quality whole food to its customers at the FareStart restaurant and cafes as well as thousands of children in child care centers.

Renters may bring in snacks for meeting attendees (but no catered food.). Renter must bring their own utensils and dishes and are responsible for all consumables, i.e. napkins, coffee, tea, sugar, creamer, foil, plastic wrap, etc. Renters can access water in the 8th Floor Kitchen but food preparation space is not available. Please note that the kitchen is also used by the tenants on the 8th floor.

Pacific Tower Tenants: Tenants may bring in snacks for meeting attendees and have the option of using any caterer for events in the meeting rooms and events in the Panoramic Center during the day (up to 4 pm M-Th and up to 3 pm on Friday.) FareStart is the exclusive caterer for all evening and weekend events in the Panoramic Center.

Safety and Security

Twenty-four hour security is provided by the property manager working for the PHPDA. If you find a suspicious package, **DO NOT MOVE OR TOUCH IT**. Inform security by calling (206) 255-3974 and immediately leave the area.

Lost and Found

Please report any lost or missing items to either the security officer or the property management office located on Level 1. Items found are kept on the premises for 30 days after which they are donated to charity.

Escort

If you are leaving after dark and want an escort, the security staff will escort visitors to any location within the area of the campus and its perimeter. To request an escort, please call (206) 255-3974.

Meeting Space Rules

1. Children under the age of 17 must be supervised by parents or other adults at all times.
2. Service animals are permitted. Dogs are permitted as long as they are on leash and properly managed.
3. No amplified music allowed without advance permission. Music must be kept to a moderate sound level.
4. Additional equipment must be approved before brought in by renter.
5. Reserved space may be subject to periodic checks by building security during event.
6. No decorations that may mark or cause damage to the room are allowed. No throwing of rice, seed, confetti, etc. permitted inside rental space or on Pacific Tower premises. Please check at the time of your reservation if you have questions about what is appropriate.
7. Compliance with fire code and Fire Marshall is mandatory. Use of candles and/or other types of open flame is strictly forbidden.
8. Smoking is not permitted in the building or on the Pacific Tower campus. You must be off campus behind the gates to smoke.
9. For any event or gathering where alcohol is served, not hosted by FareStart, Renter is required to have a [Banquet Permit](#) through the Washington State Liquor Control Board displayed at your event. Alcohol may only be served to persons over the age of 21. Renter will take responsibility for all liabilities arising from the serving and consumption of alcoholic beverages.

Right to terminate or ban from renting

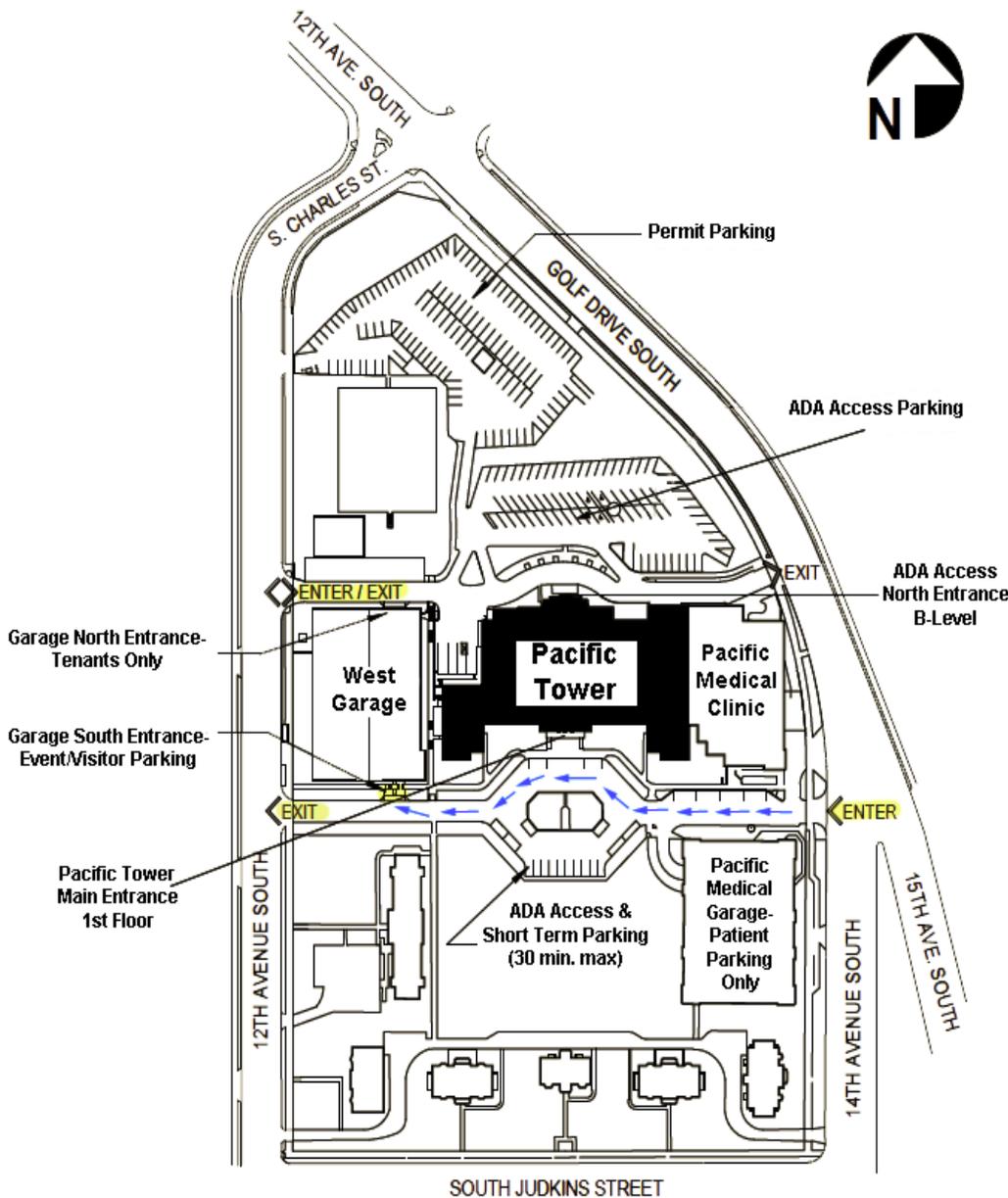
Urban Renaissance Group and FareStart reserve the right to immediately terminate this agreement and the applicant agrees to immediately vacate the premises upon notification.

Should problems occur with lack of payment, compliance to room use guidelines and building rules, or lack of responsibility and consideration for the use of shared spaces, Urban Renaissance Group and FareStart reserve the right to refuse to rent to an organization or an individual.

Need information not included? Contact PacTowerAdmin@urbanrengroup.com



Driving Directions and Parking at Pacific Tower



Pacific Tower Site Plan

From the North via I-5 southbound:

Take the James Street exit (165A) and turn left on James. Continue east on James and turn right on Boren Avenue. Then turn right on 12th Avenue. Continue on 12th over the Jose Rizal Bridge to Pacific Tower. Turn right on 14th.

Stay to the right and turn right at the drive AFTER the tower. Go past the flag circle and park in the West garage. If the garage is full, or for disabled parking, continue onto 12th taking a right, and turn right into the driveway on the north side of the garage and park in the surface lot on the north side of the tower. Do **not** park in the Pacific Medical Clinic Garage on the east side of campus right off of 14th.

From the South via I-5 northbound:

Take Exit 164A for I-90 E and Dearborn/James Streets. Keep left at the first fork, toward Dearborn/James, and then keep right for Dearborn. Turn right on Dearborn. Then turn left on Rainier Avenue S. Take the first left onto S. Weller Street. Turn left on 12th Avenue S. Continue on 12th over the Jose Rizal Bridge to Pacific Tower.

Turn right on 14th. Stay to the right and turn right at the drive AFTER the tower. Go past the flag circle and park in the West garage. If the garage is full, or for disabled parking, continue onto 12th taking a right, and turn right into the driveway on the north side of the garage and park in the surface lot on the north side of the tower. Do **not** park in the Pacific Medical Clinic Garage on the east side of campus right off of 14th.

From I-90 Westbound:

Exit at Rainier Avenue North. Continue north on Rainier Avenue (straight through the light at Dearborn). Take the first left onto S. Weller Street. Turn left on 12th Avenue S. Continue on 12th over the Jose Rizal Bridge to Pacific Tower.

Turn right on 14th. Stay to the right and turn right at the drive AFTER the tower. Go past the flag circle and park in the West garage. If the garage is full, or for disabled parking, continue onto 12th taking a right, and turn right into the driveway on the north side of the garage and park in the surface lot on the north side of the tower. Do **not** park in the Pacific Medical Clinic Garage on the east side of campus right off of 14th.

From West Seattle:

Head east over the West Seattle Bridge/Spokane Street. Take ramp to Columbian Way S. toward Columbian Way/15th Ave S. (East). Turn left at the first light onto S. Spokane Street). Turn left again at next light (one small block) onto 15th Avenue South. Continue north and turn left on to S. Atlantic Street. Turn right onto 14th S.

After you pass S. Judkins on the south edge of the campus, turn left at the drive BEFORE the tower. Go past the flag circle and park in the West garage. If the garage is full, or for disabled parking, continue onto 12th taking a right, and turn right into the driveway on the north side of the garage and park in the surface lot on the north side of the tower. Do **not** park in the Pacific Medical Clinic Garage on the east side of campus right off of 14th.

Transit

Metro bus routes 36 and 60 stop right at the tower. Light Rail stops at Beacon Hill Transit Center. From there you can take Metro bus 36 northbound towards the tower.

Parking

Hourly Guest parking is available in the West Garage. The garage offers a \$6 early bird rate (in before 8:30am) and \$6 evening rate (after 4pm). The West Garage can be accessed from two areas, one is from the driveway with the flag circle which you enter off of 14th Avenue on the south side of the tower (south entry), the other is from 12th Avenue South (north entry).

Prices are subject to change. Additional parking for \$6 for all day is available in the north parking lot, which is accessible from 12th avenue. There is one pay station at the entrance to that lot. ADA parking is located in the north lot (enter building through north entrance), and as you enter on 14th Ave, around the flag circle in front of the south main entrance. Street parking is also available.

Contact Information

Meeting Rooms (#180, #810, #810) and Daytime reservations of Panoramic Center	Urban Renaissance Group	PacTowerAdmin@urbanrengroup.com (206) 435-7100
PacMed Ground West reservations	PacMed Facilities	(206) 621-4527
Evening, weekend, and holiday reservations of Panoramic Center	FareStart	catering@farestart.org (206) 267-7606
FareStart Catering	Catering	catering@farestart.org (206) 267-7606
Security		(206) 255-3974