

Pacific Tower  
Community Health and Innovation Center

# Facility Rental Guidelines

October 2023



# Contents

<b>About the Pacific Tower</b> .....	<b>2</b>
<b>Location and Public Access</b> .....	<b>2</b>
<b>Parking and Directions</b> .....	<b>2</b>
<b>Available Rooms</b> .....	<b>3</b>
<b>Panoramic Center</b> .....	<b>4</b>
Amenities.....	4
Sections of the Panoramic Center .....	4
<b>Reserving the Panoramic Center</b> .....	<b>5</b>
Daytime weekday .....	5
Evenings, weekends, and holidays .....	5
<b>Rental Fees for Panoramic Center</b> .....	<b>5</b>
<b>Meeting Rooms</b> .....	<b>6</b>
<b>Rental Fees for Meeting Rooms</b> .....	<b>6</b>
Payment .....	6
Cancellation .....	6
<b>Guidelines for Use of Meeting Spaces</b> .....	<b>6</b>
Setup .....	6
Cleanup of Meeting Rooms .....	6
<b>Panoramic Center Reservations</b> .....	<b>7</b>
When renting from Urban Renaissance Group for weekday daytime use.....	7
<b>Insurance Requirements</b> .....	<b>8</b>
<b>Amenities</b> .....	<b>8</b>
Wi-Fi .....	8
Furnishings .....	8
Environmental sustainability features.....	8
<b>Food</b> .....	<b>9</b>
Outside food.....	9
<b>Safety and Security</b> .....	<b>9</b>
Lost and Found.....	9
Escort.....	9
<b>Right to terminate or ban from renting</b> .....	<b>9</b>
<b>Meeting Space Rules</b> .....	<b>10</b>
<b>Contact Information</b> .....	<b>10</b>

# Pacific Tower Shared Space Rental Information

## About the 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](mailto: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.

## Parking and Directions

The most accurate and up-to-date parking and driving or transit directions are posted at <http://www.pactower.org/directions>. Please refer to the directions posted on that page and share with your guests ahead of your rental.

## Available Rooms

Suite 820 – small meeting room



Suite 810 – large meeting room

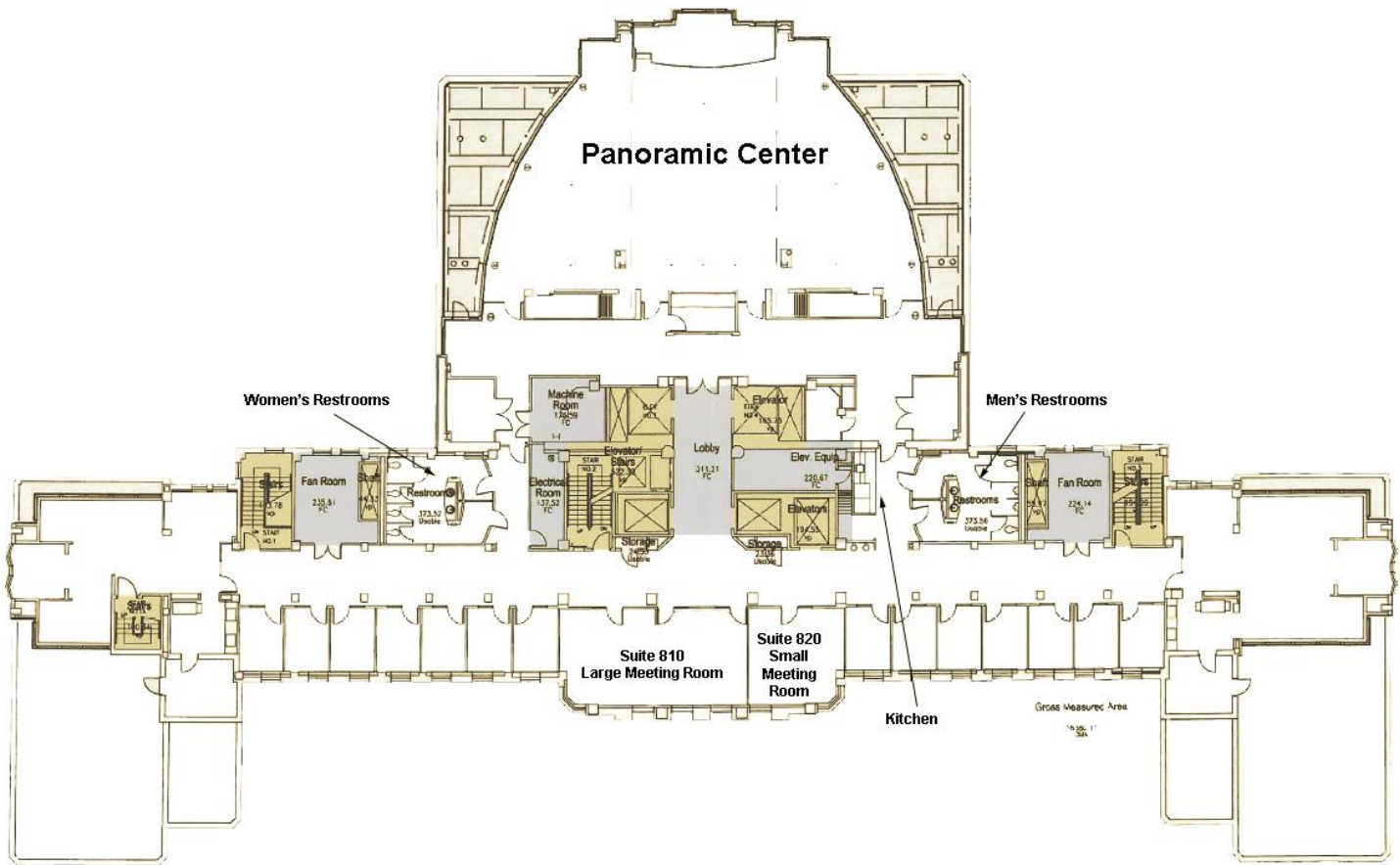


Panoramic Center – conference space



Room	Square Feet	Capacity	Amenities
Panoramic Center	5,550 sq ft	<ul style="list-style-type: none"> <li>• 270 people lecture style set-up</li> <li>• 120 with round tables and chairs</li> <li>• 130 in a classroom style setting</li> <li>• 300 people for a reception</li> </ul>	<ul style="list-style-type: none"> <li>• State-of-the-art A/V system</li> <li>• Projector and screen</li> </ul> Room can also be broken into 3 separate spaces
Suite 820*	400 sq ft	Up to 15 people depending on room configuration	<ul style="list-style-type: none"> <li>• White board w/ markers</li> <li>• Conference phone</li> <li>• Flat screen TV for projection</li> <li>• Wi-Fi</li> </ul>
Suite 810*	650 sq ft	Up to 40 people depending on room configuration	<ul style="list-style-type: none"> <li>• 2 White boards w/ markers</li> <li>• Conference phone</li> <li>• Projector screen</li> <li>• Integrated AV system</li> <li>• Wi-Fi</li> </ul>

*\*4 hour minimum rental required, in conjunction with the Panoramic Center*



## Panoramic Center

The 8<sup>th</sup> 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.

### Amenities

There is a state of the art A/V system built into the center with ceiling projector and screen. Two wireless microphones (one handheld and one lapel) are available upon request. The A/V system will accommodate additional wired mics provided by the renter.

Rolling magnetic dry erase boards and easels are also available with advance notice.

### Sections of the Panoramic Center

The Panoramic Center can be divided into three sections: West, Center, and East. Projector access is only available for the Center section. Please specify which section is preferred when submitting rental request.

Each third 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

The Panoramic Center can be scheduled 12 months in advance. 2 hour minimum rental required for full room, 4 hour minimum rental required for partial room (1/3 section or 2/3 section).

### Daytime weekday

Weekday daytime reservations for Panoramic Center can be made on the Pacific Tower Online Reservation System (<http://pactower.org/room-reservations/>) or by contacting [PacTowerAdmin@urbanrengroup.com](mailto:PacTowerAdmin@urbanrengroup.com).

Weekday events may not extend beyond 6pm on Monday – Friday.

### Evenings, weekends, and holidays

We are not reserving the Panoramic Center to the general public on evenings, weekends or holidays at this time.

### Holidays

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

\* On these days there is no public access to the building.

## Rental Fees for Panoramic Center

Community members, companies and organizations pay the following daytime weekday rates:  
(Fees current as of 1/1/2023, subject to change)

<b>Full Panoramic Center</b>	<b>1/3 of Conference Center</b>	<b>2/3 of Conference Center</b>
\$135/hour nonprofit rate	\$45/hour nonprofit rate	\$90/hour nonprofit rate
\$260/hour general public rate	\$85/hour general public rate	\$175/hour general public rate

## Meeting Rooms (Suite 820 & 810)

---

Reservations for meeting rooms can be made on the Pacific Tower Online Reservation System (<http://pactower.org/room-reservations/>) or by contacting [PacTowerAdmin@urbanrengroup.com](mailto:PacTowerAdmin@urbanrengroup.com).

The meeting rooms can be scheduled up to 12 months in advance, in conjunction with the Panoramic Center. **4 hour minimum rental required.**

### Rental Fees for Meeting Rooms

(Fees current as of 1/1/2023, subject to change without notice)

#### **Suite 820 – small meeting room**

\$25/hour nonprofit rate

\$45/hour general public rate

#### **Suite 810 – large meeting room**

\$35/hour nonprofit rate

\$65/hour general public rate

### Payment

An invoice will be mailed or emailed to you after reservation is confirmed. Rental payment must be paid in full no later than 15 days in advance of rental date. Check payments must be made payable to: Washington State Department of Commerce, P.O. Box 84602, Seattle, WA 98124. We only accept check payments at this time.

### 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:

A cleaning cart and small vacuum are stored by the 8<sup>th</sup> floor kitchen for rental use.

- All debris shall be cleared from the room and disposed of in designated food waste, recycling and garbage receptacles.
- Tables must be wiped and floors vacuumed.
- The space must be in “broom clean” condition.
- 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 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 Online Reservation System (<http://pactower.org/room-reservations/>) or by contacting [PacTowerAdmin@urbanrengroup.com](mailto:PacTowerAdmin@urbanrengroup.com).

#### ***Payment***

An invoice will be mailed or emailed to you after reservation is confirmed. Rental payment must be paid in full no later than 15 days in advance of rental date. Check payments must be made payable to: Washington State Department of Commerce, P.O. Box 84602, Seattle, WA 98124. We only accept check payments at this time.

#### ***Cancellation***

Notification must be given at least 14 days in advance of reservation date for full refund, 7 days in advance for partial refund (half the cost of the rental). Failure to provide at least 7 days notice will result in forfeiture of entire rental cost.

#### ***Setup***

For weekday daytime 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 weekday daytime 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 cart and small vacuum are stored by the 8<sup>th</sup> floor kitchen for rental use. Please wipe down table tops and vacuum crumbs at the end of your rental.

A cleaning fee of \$200 will be charged if the room is not completely cleared and waste, trash, recyclables disposed of in proper receptacles.



## Insurance Requirements

Renter shall keep and maintain, at its own cost and expense, a policy of comprehensive general public liability Insurance (certificate of insurance), with policy limits of not less than \$1,000,000, for property damage and bodily injury or death for any number of persons, insuring Owner, Agent and Manager for Owner against all liability which may arise as a result of the use of the Premises by User, its directors, officers, shareholders, employees, agents, affiliates, independent contractors, invitees and guests, including the contractual liability of User under this Agreement. Such policy of insurance shall name the following entities as additional insured:

*Urban Renaissance Property Company LLC  
Pacific Hospital Preservation & Development Authority  
The State of Washington, Department of Commerce*

The coverage afforded by such policy shall be primary in relation to any coverage afforded by any insurance policy carried by Owner, Agent and Manager for Owner. User shall provide Manager for Owner with a certificate evidencing such insurance **one week prior to the Event**. The certificate must be provided to Urban Renaissance Group before the time of rental and shall be kept on file for those who rent space on a frequent basis.

## Amenities

### Wi-Fi

Wi-Fi is available in all of the meeting and conference spaces.

8<sup>th</sup> Floor Access Wi-Fi  
SSID: Pacific Tower Guest  
Password: no password required

### 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 Space**

A FareStart café is available on the 1<sup>st</sup> Floor of the Pacific Tower. The Pacific Tower Café offers a selection of breakfast and lunch items, snacks, sweets and hot and cold beverages for daytime weekday rentals and can be contacted at [cafes@fairstart.org](mailto:cafes@fairstart.org)

### **Catering**

Catering vendors may be brought in with prior approval. Proof of insurance and banquet permits are required.

### **Outside food**

Renters may bring in snacks for meeting attendees or have food delivered to the room.

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 8<sup>th</sup> Floor Kitchen and use the food prep cart stored in the Panoramic Center's annex, but additional food prep space and refrigeration are not available.

Please note that the kitchen is also used by the tenants on the 8<sup>th</sup> floor.

## **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.

## **Right to terminate or ban from renting**

Urban Renaissance Group reserves 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 reserves the right to refuse to rent to an organization or an individual.

Need information not included? Contact [PacTowerAdmin@urbanrengroup.com](mailto:PacTowerAdmin@urbanrengroup.com)

## 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. No signage may be posted to walls with tape. There are sign holders available for your use.
8. Compliance with fire code and Fire Marshall is mandatory. Use of candles and/or other types of open flame is strictly forbidden.
9. Smoking is not permitted in the building or on the Pacific Tower campus. You must be off campus behind the gates to smoke.
10. For any event or gathering where alcohol is served, 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.

## Contact Information

Meeting Rooms and Panoramic Center	Urban Renaissance Group	<a href="mailto:PacTowerAdmin@urbanrengroup.com">PacTowerAdmin@urbanrengroup.com</a> (206) 435-7100
FareStart Pacific Tower Café		<a href="mailto:cafes@farestart.org">cafes@farestart.org</a>
Security		(206) 255-3974