

Pacific Tower  
Community Health and Innovation Center

# Tenant Rental Information

November 2024



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# Pacific Tower Shared Space Rental Information

## About Pacific Tower

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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 7am – 6pm Monday through Friday, with no access on major holidays.

## Available Rooms

Suite 820 – small meeting room



Suite 810 – large meeting room



Suite 180 – meeting room 1<sup>st</sup> floor East



Panoramic Center – conference space



PacMed Ground West 1 & 2



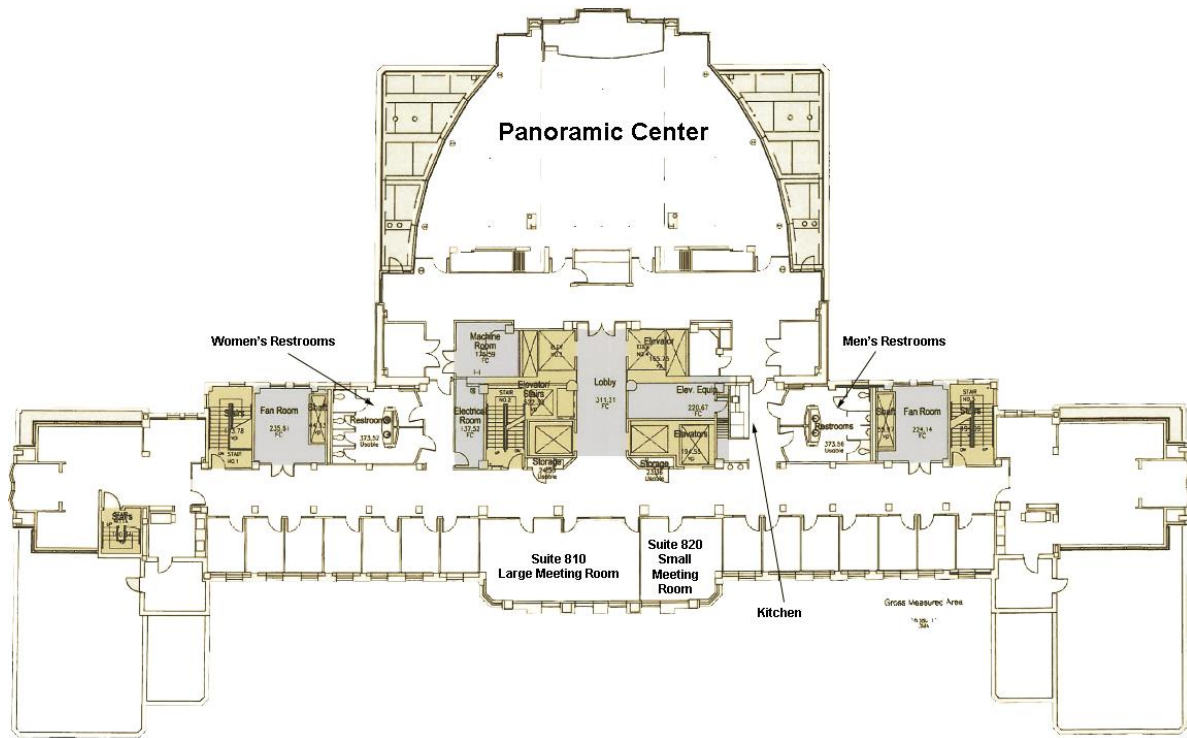
PacMed Ground West 1



PacMed Ground West 2



<b>Room</b>	<b>Square Feet</b>	<b>Capacity</b>	<b>Amenities</b>
PacMed Ground West 1 & 2	1,710 sq ft	Up to 80 people depending on room configuration	<ul style="list-style-type: none"> <li>• Foyer/hospitality area</li> <li>• Projector screen</li> <li>• White board wall</li> <li>• Conference phone</li> <li>• Integrated AV system</li> <li>• Room can be broken into 2 separate spaces</li> </ul>
Suite 180	608 sq ft	Up to 30 people depending on room configuration	<ul style="list-style-type: none"> <li>• 2 White boards w/markers</li> <li>• Projector screen</li> <li>• Integrated AV system</li> <li>• Conference phone</li> <li>• Wi-Fi</li> </ul>
Suite 820	340 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>• Flatscreen TV for projection</li> <li>• Wi-Fi</li> </ul>
Suite 810	676 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>
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 AV system</li> <li>• Projector and screen</li> <li>• Room can also be broken into 3 separate spaces</li> </ul>



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

Reservations for meeting rooms can be made on the [Pactower.org](http://Pactower.org) or by contacting [PacTowerAdmin@urbanrengroup.com](mailto: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 (after-hours HVAC charges may apply).

The 8<sup>th</sup> floor is accessible by elevator starting at 7am. If after hours access is needed, please inform Urban Renaissance Group at [PacTowerAdmin@urbanrengroup.com](mailto:PacTowerAdmin@urbanrengroup.com), who will coordinate access with building management.

### Audio/ Visual Equipment

Pacific Tower tenants are welcome to use the LED monitors / Projector screens 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

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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. 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](http://Pactower.org) or by contacting [PacTowerAdmin@urbanrengroup.com](mailto:PacTowerAdmin@urbanrengroup.com). Weekday daytime events may not be scheduled beyond 6pm Monday – Friday.

#### Evenings, weekends, and holidays

Pacific Tower tenants can reserve the Panoramic Center on evenings and weekends with prior approval from Urban Renaissance Group (**discounted room fee applies**). Please contact [PacTowerAdmin@urbanrengroup.com](mailto:PacTowerAdmin@urbanrengroup.com) for availability and rental rates.

#### Holidays

Pacific Tower tenants can reserve the Panoramic Center on holidays with prior approval from Urban Renaissance Group (after-hours HVAC rates may apply). Please contact [PacTowerAdmin@urbanrengroup.com](mailto:PacTowerAdmin@urbanrengroup.com) for availability 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.



## 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.

## Panoramic Center Reservations

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

## 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 Panoramic Center

### 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.

8<sup>th</sup> Floor & 1<sup>st</sup> 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**

### **Food service**

Renters and Pacific Tower Tenants may bring in snacks and beverages for meeting attendees and have the option of using any caterer for events in the meeting rooms and Panoramic Center. 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 but food preparation space is not available. Please note that the kitchen is also used by the tenants on the 8<sup>th</sup> floor. Proof of insurance required for all caterers.

### **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, 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 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)

# Driving Directions and Parking at Pacific Tower

## From the North via I-5 southbound:

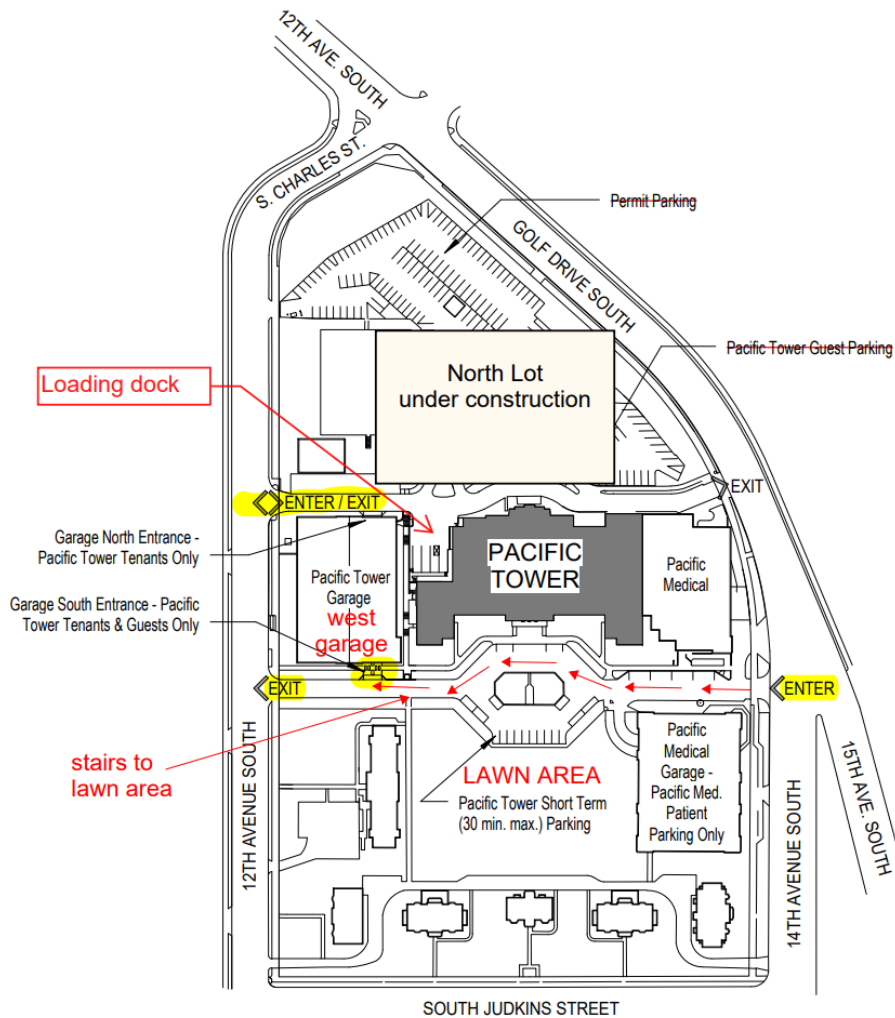
Take the James Street exit (165A) and turn left on James. Continue east on James and turn right on Boren Avenue. Then turn right on 12th Avenue. Continue on 12<sup>th</sup> over the Jose Rizal Bridge to Pacific Tower. Turn right on 14<sup>th</sup>.

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 12<sup>th</sup> 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 14<sup>th</sup>. 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 12<sup>th</sup> 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.



Pacific Tower Site Plan



### **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 14<sup>th</sup>. 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 12<sup>th</sup> 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/15<sup>th</sup> 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 12<sup>th</sup> 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 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 12<sup>th</sup> Avenue South (north entry).

Prices are subject to change. Street parking is also available. ADA parking is located in the West Garage on Level P1 (enter building through north entrance), and as you enter on 14<sup>th</sup> Ave, around the flag circle in front of the south main entrance.

## Contact Information

Meeting Rooms #180, #820, #810 and Panoramic Center	Urban Renaissance Group	<a href="mailto:PacTowerAdmin@urbanrengroup.com">PacTowerAdmin@urbanrengroup.com</a> (206) 435-7100
PacMed Ground West Meeting Room	PacMed Facilities	(206) 621-4527
Security		(206) 255-3974  (206) 435-7070 lobby desk 7am – 6pm Monday - Friday