

LOCATION

THE PRINCIPALS ASSOCIATION is in Olympia, WA, conveniently located off Interstate 5.

Directions:

Southbound I-5

1. Take Exit 105-B (City Center/Port of Olympia). Stay to right.
2. Go to third light, 8th Avenue SE, and turn right at light.
3. Follow 8th Avenue approximately 2-1/2 blocks. The office is located on the corner of 8th Avenue and Eastside Street on the right. Parking is available on the west and east ends of the building.

Northbound I-5

1. Take Exit 105 (City Center/Port of Olympia). Stay to right circling under I-5.
2. At light (Plum Street) turn left (staying in right turn lane).
3. On Plum, go to second light, 8th Avenue SE, and turn right.
4. Follow 8th Avenue approximately 2-1/2 blocks. The office is located on the corner of 8th Avenue and Eastside Street on the right. Parking is available on the west and east ends of the building.



PRINCIPALS ASSOCIATION

Association of Washington School Principals
Washington School Principals'
Education Foundation



Meeting Room Facilities

1021 8th Avenue SE
Olympia, WA 98501-1500
360.357.7951

MEETING FACILITIES

The Washington School Principals' Education Foundation (WSPEF) has the following meeting space available at **THE PRINCIPALS ASSOCIATION** for use by outside groups:

Training Room

Theater-style for up to 60

U-Shape for up to 24

Classroom for 28-42

6' folding tables - (14) 18" or (9) 30"

Upholstered stack chairs

Conference Room

Boardroom seating for 14

Facility Availability

7:30 a.m. to 4:30 p.m.

Monday through Friday (*exceptions may apply*)

Facility Fee

\$50 minimum use [2 hours or less]

Morning [7:30 a.m.-12:00 p.m.] - \$50

Afternoon [12:00 p.m.-4:30 p.m.] - \$50

All Day [7:30 a.m.-4:30 p.m.] - \$100

\$25/hour for use beyond scheduled times

Additional custodial fee will be charged if group does not clean up—minimum charge is \$50; total charge depends on time required.

Group will be billed for user fee. Failure to pay the user fee will result in loss of building use privileges.

Access

Facility in compliance with ADA meeting accessibility requirements.

Facility Amenities

- Free parking (limited)
- Private men's and women's restrooms
- Private entrance from parking lot
- Private space adjacent to training room for outside catered events (weather permitting)

EQUIPMENT

Equipment available

- Pull-down Screen
- Large Wall-mounted Whiteboard
- Extension Cords and Power Strips
- Flipcharts (2) – Group must supply all paper and markers
- Wireless Internet Access Available

CATERING

Kitchen facility (sink, refrigerator, large coffeemaker)

- Water cooler located in training room
- Breakfast/lunch/break items available through local caterers

SPECIAL CIRCUMSTANCES

Any group renting the facility on a regularly scheduled basis may be requested to relocate on a rare occasion to allow the Association first access to its facility. The group would be given adequate notice of such an event to allow them to find an alternate location for this day.

s:awsp office facility/AWSP Meeting Space Brochure 8.21.09

LOCAL ACCOMMODATIONS

Double Tree by Hilton Hotel Olympia

417 Capital Way North

Olympia, WA 98501

Phone: 360.570.0555

Hotel RL Olympia

2300 Evergreen Park Drive SW

Olympia, WA 98502

Phone: 360.943.4000

Hilton Garden inn

2101 Henderson Park Lane SE

Olympia, WA 98501

Phone: 360.236.9934

TownePlace Suites by Marriott Olympia

900 Capitol Way South

Olympia, WA 98501

Phone: 360.753.8770

La Quinta Inn Tumwater

4600 Capitol Blvd SE

Tumwater, WA 98501

Phone: 360.352.5433

Holiday Inn Express Hotel & Suites

4460 3rd Ave. SE

Lacey, WA 98503

Phone: 360.451.7985

La Quinta Inn Lacey

4704 Park Center Avenue NE

Lacey, WA 98516-5587

Phone: 360.412.1200

Ramada Inn

4520 Martin Way East

Lacey, WA 98516

Phone: 360.459.8866