

PROPERTY TAX EXEMPTION QUESTIONNAIRE

USER		UNIVERSITY
OSPI		City University of Seattle, a Washington nonprofit corporation
PO Box 47200 600 Washington Street SE Olympia, WA 98504-7200	CORPORATE ADDRESS	521 Wall Street Suite 100 Seattle, WA 98121
360.725.6411	PHONE	206.239-4909
gail.dunnam@k12.wa.us	FAX/EMAIL	206.239.4899 / bspencer1@cityu.edu
Gail Dunnam or David Kunnenen	CONTACT PERSON	Bessie Spencer

For valuable consideration, User and University agree as follows:

1. Is User a nonprofit organization? NO. If yes, User's Uniform Business Identification number is _____.
2. The name of the conference, seminar, or other activity is: Certification Conference
3. A description of the subject matter of the conference, seminar, or other activity is:
E-Certification & Certification Updates
4. Is User a nonprofit entity exempt from property tax? NO. If yes, a copy of User's original property tax exemption determination issued by the Department of Revenue, or a copy of User's renewal filed with the Department of Revenue by March 31st of each year is attached.
5. Is User a governmental entity that is officially recognized as either part of the state or a political subdivision? YES

Note to University: If the answer to questions 4 or 5 are yes and the necessary documentation is provided, any portion of the building may be used by the User without adversely affecting the University's property tax exemption. If the usage term is fifteen days or longer, the rents must be reasonable and not exceed the maintenance and operation expenses of the property.

6. If the answer to questions 4 and 5 are both no, University may allow use of only specific portions of University's facilities and absolutely no substitutions for other portions within the same facility can be allowed under any circumstances. The facilities so available for use are (please circle your choice):

Facility	Room	Facility	Room
Bellevue, Bldg. F		<u>Renton</u>	301, 302 301/302 combined
Everett	8	Seattle	Edmonton Room
Vancouver, WA	217 216/217 combined	Tacoma	5, 6 5/6 combined

KSB
Site Initials

[Signature]
User Initials

7. If the answer to questions 4 and 5 are both no, and facilities other than those noted in question four will be used, the University may only allow use of these other portions of the University's facilities for educational purposes that enhance the University's reputation as an educational institution. User represents as follows:

- (a) Will the faculty of the University participate? NO. If yes, to what extent?
 (b) Will the students of the University participate? NO. If yes, to what extent?
 (c) Describe how you believe User's conference, seminar, or other activity will help enhance the University's reputation as an educational institution. N/A

On
File
Non-expiring
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8. Insurance. User shall add University, its officers, employees and agents, as an additional insured to its policy of "all risk" Commercial General Liability Insurance which policy shall have minimum limits of at least \$1,000,000 per occurrence, and \$2,000,000 in aggregate, which policy shall be on an occurrence basis, and if requested by University shall provide to University prior to the commencement of the term a rider or proof of such insurance satisfactory to University. Compliance with the foregoing is a condition to the use of the Premises.

*User must have a copy of their "Proof of Liability Insurance" sent to the Site at which they are renting a room five (5) business days prior to event date.

User Signature: Jeannie Walker

Name: JEANNIE WALKER

Title: FISCAL ANALYST 4

Date: 12/31/14

FOR OFFICIAL USE ONLY:

Event Date	Number of people	Time	A/V Equipment	Site Location/Room Number	Usage Fee
1/30/2015	100	9:00 - 5:00	Overhead System, Pod seating 30/room	Renton/ 301/302	N/A
Event purpose:	Professional Certification Conference				

Site Coordinator:

Signature: Kathryn S Brischle

Name: Kathryn S Brischle

Date: 12/16/2014

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