



**PORT OF BELLINGHAM
FACILITY RENTAL PROCEDURE**

- 1) In compliance with [SAAM 10.10.55](#) submit an Event/Conference e-sign form ([Event Conference Authorization Esign](#)) for approval of rental/use of non-state facilities for your event.
- 2) Print out all documents included this file:
 - Rental Application Form
 - Port of Bellingham Park & Facility Rules
 - Port of Bellingham Public Space Policies & Procedures
- 3) ****APPLICANTS/FACILITY USERS ARE RESPONSIBLE FOR:**
 - Obtaining and documenting departmental approval of facility rental according to requirements set forth by your division Vice President.
 - Reviewing and complying with all facility use terms and conditions set forth in the above documents.
- 4) Complete and submit a Rental Application Form to Port of Bellingham in accordance with the Port's policies and procedures.
- 5) Copies of all completed Rental Application Forms and approved Event/Conference esign forms must be filed with Contract Administration (ContractAdmin@wwu.edu).
- 6) If payment will be made by University check, submit purchase form *with Port of Bellingham Invoice* to Business Services (MS-1420). Purchase form must be signed by the appropriate financial manager or budget authority. Second signatures are required when RSP or Foundation funds are used.
- 7) Contact Business Services x3340 with any questions or concerns.