



**FACILITY RENTALS**

16101 Greenwood Avenue N.  
Shoreline, WA 98133-5696

(206)546-5863 Fax: (206)546-9730

# Facilities Rental Contract

## *For Use of College Facilities for Department Sponsored Events on Campus*

Shoreline Community College is an educational institution provided and maintained by the people of the State of Washington. Campus, buildings, properties and facilities shall be reserved on a first priority basis for those activities related to its broad educational mission. At other times the facilities shall be available to various organizations and individuals. The undersigned hereby makes application to Shoreline Community College District No. 7 for use of college facilities as described below. The undersigned states that he or she has the authority to make this application and will comply with the regulations of the college as stated in the *Shoreline Community College Rules and Regulations*, posted at: [www.shoreline.edu/roomrentals](http://www.shoreline.edu/roomrentals). Rental terms shall be determined by the latest established rental rates, plus as any equipment or service charges, and shall be payable in full in advance of the rental date to:

*Shoreline Community College  
Attn: Suzanne Gugger - Facility Rental Office, #9114 Bookstore  
16101 Greenwood Avenue North, Shoreline WA 98133-5696*

The Applicant may cancel scheduled use of SCC facilities 5 business days in advance and receive a refund, less a 10 percent cancellation fee, set at a minimum of \$25.00. SCC contract personnel that need to be rescheduled or cancelled will require 5 business days notice. A three (3) hour minimum fee for such personnel will be charged if cancellation is less than five (5) days prior to the event.

Name of Organization or Applicant \_\_\_\_\_ Non-Profit 501c3# \_\_\_\_\_

College Contact Responsible for Event: \_\_\_\_\_ Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Proposed Use \_\_\_\_\_ Attendance \_\_\_\_\_ Open to Public? \_\_\_\_\_ Insurance Certificate  
Will be required \_\_\_\_\_

Describe the event: \_\_\_\_\_

Facility Requested \_\_\_\_\_ Is there an Admission and/or other fee? \_\_\_\_\_ Merchandise for Sale? \_\_\_\_\_

Are SCC staff, faculty, college team players, coaches or other personnel participating? \_\_\_\_\_

1) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Person In Charge during Event Telephone Contact Email:

2) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Person In Charge during Event Telephone Contact Email:

Catering and Concessions: Describe event menus and concessions. \_\_\_\_\_ Are you using Lancer Catering? \_\_\_\_\_ Or was an exception waiver granted? \_\_\_\_\_ Alcohol served? \_\_\_\_\_

Do you require Audio Visual/Media Equipment, PA system, Technical Assistance? \_\_\_\_\_ Additional tables and chairs, staging, podium? \_\_\_\_\_

**\*Note that there WILL be additional charges for using College media equipment. The College will not be able to accommodate media requests or changes within 7 days of event date.**

Parking is required at all times on campus. Guest parking can be purchased in advance for \$1.50/day/vehicle via SCC Security. Please indicate if you would like to pre-purchase parking permits and #: \_\_\_\_\_ to be charged to budget # \_\_\_\_\_

Date(s) Reserved: _____	Time(s) Reserved: _____	Room(s) Reserved: _____	Total Number of Hours Requested: <input style="width: 50px; height: 20px;" type="text"/>

<b>THIS SECTION FOR COLLEGE USE ONLY</b>			
RESERVATION # _____		Rental: \$ _____	
Facility/Room(s) Assigned: _____	Media/AV/Equipment _____	Parking: \$ _____	
Reservation taken by: _____	Technical Support/Monitoring: _____	Other: \$ _____	
	Custodial/Facility Set up: _____	<b>Total: \$ _____</b>	
Signature: _____	Dated: _____	<b>INVOICE # _____</b>	

## Agreement to Indemnify

The following agreement is hereby entered into by and between the person, club, corporation, entity or organization identified on the contract, hereinafter referred to as "User" and Shoreline Community College, hereinafter is referred to as "SCC" or "College".

WHEREAS, the User wishes to rent and/or utilize certain facilities belonging to Shoreline Community College; and

WHEREAS, the College is willing to rent or allow access to certain facilities to the User and/or permit the User to utilize certain facilities, *provided* the User agrees to indemnify the College against any injuries, damages or losses arising in connection with, or resulting from, the User's use of the College facilities.

NOW, THEREFORE, in consideration of the mutual promises of the parties as set forth herein, the parties do hereby agree as follows:

1. The College agrees to permit the User to utilize the facilities belonging to the College as indicated on this agreement. These facilities may be utilized by the User during time periods specified on the schedule. The College will provide User a reservation confirmation and event management support.
2. Room Rental requests submitted less than 1 week before the event date may not be accommodated. Large events in the #3000 gymnasium and PUB #9000 Building will require more lead time and should be reserved at least 4 weeks ahead of time either directly through the SCC Room Scheduler and/or SCC Club Advisor if the event is a student club activity.
3. Gymnasium, track and other related physical education/athletic facilities can only be utilized with prior approval of the Director of Athletics and/or Dean of HOPE. Use of the #1600 Theater, #800 Music Building and #2000 Visual Arts, #2100 Automotive, Black Box theater, #1500 Recording studio, all require prior approval from the appropriate building manager, faculty, or College administrator.
4. The User agrees to indemnify the College against all liability, loss, cost, damage, or expense sustained or suffered by the College, including attorney's fees and other expenses of litigation resulting from, or arising in connection with, the utilization of facilities of the College by the User and their members, employees, agents, guests, and licensees.
5. As a condition of the facility rental or usage, the College may require proof of valid Commercial General Liability insurance in advance of event in the minimum amount of \$1,000,000. naming the College as additional insured. This will be required if an outside organization is involved with the campus event.
6. Parking permits for the main campus and Greenwood lot are required for day, evening, weekend and holidays. Parking is available on a first-come, first serve basis throughout the campus in legally marked spaces. Permits can be purchased at parking lot kiosks located throughout the campus, or can be pre-purchased at a reduced price in advance for visitors and rental groups, upon request. Review the SCC parking rules and regulations at: <http://new.shoreline.edu/safetyandsecurity/parking.aspx>.
7. The User will be responsible to clean up all debris, and materials after the event, and leave the premises in proper order. The User hereby acknowledges that it will be liable for any damages caused by its use of the facilities and agrees to pay the College for any damages incurred.
8. The College will not be able to accommodate set up and media requests, additions, or changes to a work order request within 7 days of event date. All requests for event staffing and specific room set up schematics must be given to the proper College departments so that there is time to review, approve and schedule the work.
9. Additional fees will be charged to use College media equipment, including media and theater technical support and monitoring during the entire event.
11. If the services of the King County Officers Guild, College Security Office, Facilities, Media Technicians, Music and Theater Supervisors/Technicians, Building Monitors, or any other College personnel, are needed during the time of this agreement, the User hereby agrees to pay the College for all costs incurred.
12. Permission to use the College Logo must be approved in advance by the Public Information Office, PIO at the College, including, but not limited to, publication on websites, print materials, apparel, and novelty items.

**Initial:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Agreement to Indemnify

11. The User and SCC departments in charge of the fundraising event will notify the College as to whether they plan to sell merchandise at the event. Selling of such merchandise must comply with all College policy. The college retains the right to collect a percentage of these sales.
12. Invoicing for fees and services provided by the College will be processed after the contract has been signed by the parties. If fees are charged by the College for services or facility usage during the event, the College will invoice the User prior to the event date and the College will require the balance to be paid in full 5 days prior to the event. Exceptions may apply if the User and the College determine the fees shall be in the form of a percentage of sales or box office ticket sales. Then, the College will collect the rental fee the next business day following the event with accompanying reconciled sales records and other documentation. The percentage of sales/box office sales will be determined at the time the contract is signed and will include a minimum target rental fee equal or more than the base facility rental fee.
13. The Facility Rental office will retain 15% of college fundraiser rental income for administrative support, in addition to any college personnel or equipment rental charges as outlined above in this Facility Rental agreement between the College and the User. The Administrative fee is based on the number of hours required for the SCC Administrative Services department staff to facilitate and coordinate the fundraising event with College departments staff hosting the event, coaches, security, administration, switchboard, Public Information office, facilities, and outside entities involved with the event such as King County Officers Guild, City of Shoreline, and the WA State Liquor Control Board.
14. Food and beverages will not be consumed in areas designated by the college, including but not limited to, classrooms, theater, gym, computer labs, conference rooms and study lounges in the PUB, music building labs and band rooms.
15. College sponsored events where College personnel are organizing, promoting, attending, and in charge are not required to use the College's contracted food services provider, per the contract between Lancer Catering and Shoreline Community College. Lancer Catering can provide catering, light refreshments, coffee service, concessions. Call (206)546-6918 for pricing and menu information.
16. Serving liquor on campus must be done in compliance with the Washington State Liquor Control Board, and Shoreline Community College policy. Permission forms, permits and/or special event licenses must be signed and approved by the college prior to the event. Failure to obtain proper documentation will result in the cancellation of service of alcoholic beverages and/or food services at the event. Only beer and wine is permitted on campus. The User must provide the College with "SCC Authorization to Serve Alcoholic Beverages on Campus" form and proof that they are in compliance with all Washington State Liquor Control Board requirements to serve alcohol at an event on State property, including hiring Washington state licensed beverage servers. This application must be received by the Facility Rental office at the College a minimum of three weeks prior to the event date.
17. Conditions of this Agreement shall become effective upon signing & execution of this contract by both parties. This Agreement shall not be modified or amended unless mutually agreed upon by both parties. Any attachments included by the College pertaining to special consideration for use of facilities are considered part of this Agreement and binding to the user.

**I have read, understand and agree to abide by Shoreline Community College policies & regulations relating to facility rentals as outlined in the SCC Facility Guidelines and Procedures document:**  
<http://new.shoreline.edu/roomrentals/default.aspx/>

**Signature of Organization/Requestor:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

*A Copy of this Contract must accompany Person in Charge during the event.*

## **Addendum A: #9000 PUB Student Union Building Facilities**

**As Shoreline Community College is an educational institution, priority is given to classes, students, campus events, performances and programs.** These uses have first priority for using our building facilities, after which, the facility rentals are available to the community as available. All rentals must be approved by the College Facility Rentals Coordinator, Room Scheduler, and Director of Administrative and Logistical Services. Facility Rentals available to campus groups, faculty and the community include:

<i>Main Dining Room</i>	<i>Capacity 371, seated capacity of 280-350*, 36 round tables and chairs, SMART equipment, and white screen.</i>
<i>Quiet Dining Room</i>	<i>Capacity of 109, seated capacity of 80*, rectangular tables and chairs, SMART equipment, and white screen.</i>
<i>Conference Rooms #9102, 9201, 9202</i>	<i>Capacity of 14-40, long tables and chairs, SMART equipment, white screen.</i>

*\*Seated capacity will vary depending on whether additional SCC chairs are brought in.*

### **Rules and Regulations for Using Facilities in the 9000 PUB Building**

- The building may be available for rentals to the public for non-campus usage from 6 a.m. to 9:30 a.m. and after 2:30 p.m. to midnight during scheduled academic quarters. On weekends, holidays and dates between campus academic quarters, rentals may occur between 6 a.m. – midnight daily. The campus room scheduler will determine availability for all college and outside facility uses. Set up and tear down time must be included in the rental period.
- The Main Dining Room and Quiet Dining Room will not be scheduled for any event or meeting at the same time that the college is in session Monday to Friday from 9:30 a.m. to 2:30 p.m. including campus and student events and activities. This includes scheduled campus events, meetings and activities.
- The commercial kitchen facilities, server, and coffee stand in the #9000 PUB are off limits for all college and community rentals. All food and beverage service on campus must be coordinated with Lancer Hospitality, the food services contractor for the college. Lancer staff can be reached at (206) 546-6918 or in the on-site office located in the PUB servery. Emails can be sent to: [shorelinecatering@lancercatering.com](mailto:shorelinecatering@lancercatering.com). Lancer reserves the right to allow outside food and beverage service at their discretion, but all requests must be made in writing and in advance to Lancer management. See the *Food and Beverages services at the SCC Campus* and *Alcohol Policy for Shoreline Community College* section
- Food and beverages to be consumed in the PUB are only permitted in the areas outlined in the rental contract and/or designated areas in the building. Food cannot be consumed in the conference rooms; covered beverage containers are permitted.
- The staff lounge and student lounges will not be used for rentals or meetings.
- Furniture must not be moved from one area of the #9000 building to another without prior approval of the SCC Facilities Department.
- Clients must return the SCC facility to its original condition – removing trash, signage, debris and making sure furniture and equipment are returned to original order.
- Media equipment in the Main Dining room must be operated by trained college staff or a trained student media technician. Media Technicians are reserved through the SCC Student Government ECHO system.
- Open flames are not permitted.
- Blue tape will be used at all times to secure signs and decorations in all areas of the #9000 building.
- No decorations or signage can be adhered to the acoustical panels in the #9000 Main Dining Room.
- There are electrical outlets located in the floor on the #9000 Main Dining Room . SCC will make an effort to cover these before your event, but be advised that they still may be a tripping hazard for your guests.
- Areas on the 1st and 3rd floor of the PUB #9000 building are off limits to guests and visitors to campus after hours unless those areas are deemed part of your event.
- Please review the “[Agreement to Indemnify](#)” section of the contract and [Reservation Requirements for Use of SCC Facilities](#) on the College website: <http://www.shoreline.edu/roomrentals/> for additional rules and information regarding signage, decorations, usage, fees and college policies.

## **Addendum B: Shoreline Community College Main Stage & Black Box Theater**

The 1600 Campus Theater Building includes a performance theater with a capacity of 371, as well as a lobby and adjacent classrooms. **As Shoreline Community College is an educational institution, priority is given to our classes, students, campus events/performances and programs.** These uses have first priority, after which, the facility rentals are available to the community as available. All rentals must be approved by the Theater Manager and Facilities Rental Coordinator. Scheduling is done through the campus room scheduler for all theater events.

Campus Theater	Tiered seating capacity of 369, with large stage apron including orchestra pit, lighting and sound systems. Pipe and drape available for more intimate audience experience.
Lobby	Capacity of 102 but 80 guest maximum if seated in chairs theater style for a performance on the Black box “riser” stage. Best for small performances.
Black box stage	Maximum of 48 audience on risers in this intimate theater and film space located in the #4000 Library building, lower level. Best for small performances and film projects.
Green Room #1524	Capacity of 40 at tables & chairs; makeup mirrors, sink.

### **Rules and Regulations for Using Facilities in the 1600 Theater Building and 4000 Black Box Theater**

- No food or beverages are permitted in theater near the stage, seating or equipment.
- Food and beverages are only permitted in designated areas in the lobby of the Theater building at the discretion of the Theater Manager. Please contact the Theater Manager or Facility Rentals Coordinator at least 2 weeks PRIOR to the event date for permission to serve food on campus since this may require additional approval and arrangements.
- All food and beverage service must be coordinated through Lancer, SCC Campus Food Services contractor and approved by the Theater Manager and SCC Facility Rental office, in advance of the event.
- The utmost care must be given when using SCC facilities, furniture and equipment.
- Use of the theater and technical equipment will require SCC technical support and/or the theater manager at the client’s expense. Arrangements for use of lighting and other stage equipment must be made in advance with the theater manager.
- Clients must return the SCC facility to its original condition – removing trash, water bottles, signage, costuming, sets and props, debris, and returning furniture and equipment to the original order.
- There is limited custodial and security staff on campus on weekends. Additional building monitors, custodial and security may be brought in, at the expense of the Rental or College Client. This need will be determined by our Facility Rental and Security Department personnel. The Rental or College Client will be notified if it becomes necessary either before or after the event.
- SCC reserves the right to refuse bookings, based on past rental experience with a client
- Please review the “Agreement to Indemnify” section of the contract and Reservation Requirements for Use of SCC Facilities for additional rules and information.
- Facility Rentals activities associated with Shoreline Community College may require a Certificate of Insurance, naming Shoreline Community College as Additional Insured.
- Additional charges may apply for use of college property including microphones and other amplification equipment, tape, props, risers, special lighting and set up services, and other items associated with the SCC Theater Building.



## **Addendum B: Shoreline Community College Athletic Facilities**

The Shoreline Community College gymnasiums, outdoor track, classrooms and related facilities are available for rentals and college sponsored fundraiser events involving community organizations and the community for athletic and non-athletic activities with permission from the College Athletic Director and Facility Rental Office. **As Shoreline Community College is an educational institution, priority is given to our classes, students, faculty and coaches, and intercollegiate athletic programs.** Once College programs are scheduled for the quarter we are able to make available the facility rentals to the community, at the discretion of the Physical Education Department personnel. The soccer field, fitness center and indoor archery/batting cages (#3014) cannot be used by an outside organization or client.

### **#3000 Athletic Building Facilities:**

Gymnasium	Capacity with bleachers down 1,000+
Mini Gym space	Capacity 50
Track (not including the grassy field)	200 bleacher seats
Classroom #3002, 3011, 3012	Capacity of each classroom 28-32

### **Rules and Regulations for Gymnasium, Athletic Facilities & Track Usage:**

- The Organization utilizing must return campus facilities to their original condition – removing all trash, water bottles, signage, debris, and replacing equipment in order.
- No tables, chairs, staging or equipment will be moved on to the gymnasium floor for any reason without approval of SCC representatives in advance. If tables, chairs, staging or equipment need to be placed in the gymnasium for an event, the SCC Facilities Department must be contracted to put down a protective floor cloth to cover the gym flooring at the expense of the Organization.
- Information regarding all setup and cleanup for every event must be submitted at least 2 weeks prior to the event. For community usage, the Facility Rentals Office will submit the work order and make all arrangements for equipment setup and cleanup in the building.
- Bleachers and other seating arrangements must be requested 2 weeks in advance of the booking and fees may be charged to the Organization for such services.
- There is limited custodial and security staff on campus on weekends. Additional building monitors, custodial and security may be brought in at the expense of the Rental or College Client. This will be determined by the Facility Rentals and Security Department personnel. The Organization will be notified if it becomes necessary either before or after the event. Athletic department staff, SCC building monitor or athletic coach/representative will be required for supervising the building during a scheduled event at an additional fee.
- The built-in PA system for the #3000 Gymnasium cannot be used by a Rental Client or SCC staff person without properly trained SCC supervision present. The equipment needs 1 hour to warm up before usage. Rental of a portable PA system can be done through the Facility Rentals Office for an outside Organization or through SCC Library Media Services for a College sponsored event.
- A Certificate of Insurance naming Shoreline Community College as Additional Insured must be submitted prior to the event date.
- Please review the “Agreement to Indemnify” section of the contract and Reservation Requirements for Use of SCC Facilities on the College website: <http://www.shoreline.edu/roomrentals/> for additional rules and information regarding signage, decorations, usage, fees and college policies.



## **Addendum D: Shoreline Community College Music Building**

The 800 Music Building has a variety of classrooms, band rooms, tiered performance halls, practice rooms and music technology recording studios. **As Shoreline Community College is an educational institution, priority is given to our classes, students, faculty and programs.** These uses have first priority, after which, the facility rentals are available to the community as available. All rentals must also be approved in advance by the Music Building manager.

The 800 Music Building allows the rental of the following facilities:

806 Music Room	Capacity for 40, tablet/foldout arm desks, upright piano
818 Band/Choir Room	Tiered seating for 80, grand piano, tablet/fold out arm desks, LCD projector, DVD/VCR, audio CD playback with surround sound system, laptop hook-up capability
Practice rooms	Upright and baby grand pianos in each room, capacity 1-5 persons
Classrooms	Capacity of 40
Music Labs	Not available for rental use

### **Rules and Regulations for Using Facilities in the 800 Music Building**

- The utmost care must be given when using SCC music facilities, instruments, pianos and other equipment.
- Recording and other technical equipment will require SCC technical support at the Client's expense. Arrangements for use of such equipment must be made in advance with the Music Building manager and/or the SCC Facility Rentals Coordinator.
- Rental and College Clients must return the SCC facility to its original condition – removing trash, water bottles, signage, debris and returning furniture and equipment in the original order.
- No food or beverages are permitted in music rooms.
- No food or beverages are permitted near the instruments or equipment.
- Food and beverages may be served in specific location(s) in the Music Building with permission by the Music Building manager.
- Food and beverages must be coordinated through Lancer, the Campus Food Services contractor, in advance of the booking, and must be approved by Music Building manager and Facility Rentals Office in advance.
- There is limited custodial and security staff on campus. Based on the nature and time of the scheduled activity/event, a building monitor or additional security personnel may be required by SCC management, at the expense of the Rental or College Client. The Rental or College Client will be notified if it becomes necessary to hire additional personnel.
- An equipment or instrumental technician may be required for a rental at an additional fee.
- Equipment maintenance (piano tuning, etc.) may be required at the renter's expense.
- SCC reserves the right to refuse bookings, based on past rental experience with a client.
- Facility Rentals activities associated with Shoreline Community College may require a Certificate of Insurance, naming Shoreline Community College as Additional Insured. Please review the "Agreement to Indemnify" section of the contract and Reservation Requirements for Use of SCC Facilities for additional rules and information.