

Facility Use Agreement

For College Department Sponsored Events

To be filled out by
SCC Dean
or Department
Representative

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. Assessed charges and terms for college media, equipment, facilities, and staffing, shall be determined by the latest established rental rates, and shall be payable in full 5 working days in advance of the rental date. For more information contact: *Suzanne Gugger, Shoreline Community College Facility Rental / Community Events*, at (206)546-5863 or email sgugger@shoreline.edu.

Name of Partnering Organization Contact _____ Partnering Organization _____ Email: _____

College Contact Responsible for Co-sponsoring Event: _____ Shoreline CC Department _____ Email _____ Phone X _____

Describe the Event: _____ Attendance _____ Open to Public? _____

How does this event support or promote your program /department? _____

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

Are SCC staff, faculty, college team players, students, coaches or other personnel participating? _____

1) _____ (_____) _____
Shoreline CC staff person in charge during event Telephone Contact Email:

2) _____ (_____) _____
Outside organization contact in charge during event Telephone Contact Email:

Catering and Concessions: Describe event menus and concessions. _____ Are you using Lancer Catering? _____ Was a waiver granted? _____ Alcohol served? _____

Do you require Audio Visual/Media Equipment, PA system, Technical Assistance? Please describe: _____

***Note that there WILL be additional charges for media technicians to use the College media equipment. The College will not be able to accommodate media requests or changes within 5 days of event date. Some events may involve two media technicians or additional personnel.**

Parking is required during the day when classes are in sessions until 4 p.m. Guest parking can be purchased in advance for \$1.50/day/vehicle. Indicate if you would like to pre-purchase parking permits from Security office and #: _____ to be charged to budget # _____

Does your event require traffic flaggers or security personnel? _____ The College may determine that your event does require SCC officers or King County police, and you will be charged for the hours served. Security must be present for events serving alcohol.

Please submit a facilities set up form and sketch to Sherri Walley, Facilities (206-546-4661) 10 days prior to the event. Requests for specific room set ups, additional tables and chairs, staging, podium, media banner, sandwich boards _____

Date(s) Reserved: _____ Time(s) Reserved: _____ Room(s) Reserved: _____

RESERVATION # _____ **THIS SECTION FOR COLLEGE USE ONLY**

Facility/Room(s) Assigned: _____ Media/AV/Equipment _____ Rental: \$ ____0.00____ Department sponsored

Reservation taken by: _____ Media Tech/Monitoring: _____ Parking: \$ _____

Security/KC Officers: _____ **Total:** \$ _____

Custodial/Facility Set up: _____

Signature: _____ Dated: _____ **INVOICE #** _____ Charged to outside organization

SHORELINE COMMUNITY COLLEGE ADMINISTRATOR IN CHARGE

Dept. sponsored

Agreement to Indemnify

In order for a College department to host an event or activity on campus, the outside organization will need to sign a Facility Usage agreement AND adhere to the following rules and regulations detailed in this agreement. Hereinafter in this document the outside organization will be referred to as "User" and Shoreline Community College, hereinafter is referred to as "SCC" or "College". **As the host of the co-sponsored event on campus the College department representative shall agree to abide by and enforce these rules and regulations on behalf of Shoreline Community 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. This Agreement also applies to events sponsored by a College department held off-campus at another location.
2. Room requests submitted less than 1 week before the event date may not be accommodated. Large events in the #3000 gymnasium, #1600 Theater and PUB #9000 Building will require more lead time and should be reserved at least 4 weeks ahead of time either directly through the College Room Scheduler and/or via the Student Leadership center and Student Club Advisor if the event is a student club activity.
3. Gymnasium, track, soccer field, and other related physical education/athletic facilities can only be utilized with prior approval of the Director of Athletics.
4. Use of the #1600 Theater, #800 Music Building and #2000 Visual Arts, #2100 Automotive, #4107 Black Box theater, #1000 Administration, #1500 Recording studio, all require prior approval from the appropriate building manager, staff technician, faculty, or College administrator.
5. 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.
6. As a condition of the facility rental or usage, the College may require proof of valid Commercial General Liability insurance from the outside organization in advance of event in the minimum amount of \$1,000,000. naming the College as additional insured. This will be required even if an outside organization is involved with a college sponsored and organized event.
7. Parking is free after 4 p.m., weekends and holidays, and during some weeks when college classes are on break between academic quarters. Parking permits for the main campus and Greenwood lot are required for events scheduled during the days when the college classes are in session, before 4 p.m. 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>.
8. The User will be responsible to clean up all decorations, garbage, debris, and materials after the event, and place on the waste receptacles provided, and leave the premises in proper order. The User hereby acknowledges that it will be liable for any damages and excessive mess caused by its use of the facilities and agrees to pay the College for any damages incurred.
9. 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.
11. Permission to use the College logo and name must be approved in advance by the College Communications & Marketing office, including, but not limited to, publication on websites, social media, print materials, apparel, and novelty items. Contact 546-4634 for information.
12. Shoreline Community College is committed to nondiscrimination and to providing access and reasonable accommodation in its services, programs and activities for individuals with disabilities. To request disability accommodation, contact the College at least 10 working days in advance. Additional costs may apply for certain accommodations. Please visit: SSD@shoreline.edu or call 206-546-4545, TTY 206-546-5109.



- 13. The College will not be able to accommodate set up and media requests, additions, or changes to a work or 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. Additional fees will be charged to use College media and other equipment, including audio-visual, technical theater and lighting equipment, props, etc. Additional personnel may be required for complicated lighting and stage set ups, at the discretion of the Theater Manager.
- 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. 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, study lounges, music building labs and band rooms. Some exceptions may apply at the discretion of the building manager or Administration.
- 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 Agreement must accompany person in charge during the event.

24 Hour SCC Security: (206) 235-5860