

# Facilities Rental Contract

## For Use of College Theater Facilities

To be filled out  
by Outside  
Organization

Shoreline Community College is an educational institution provided and maintained by the people of the State of Washington. Its 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, hereby referred to as the "College", 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 10% cancellation fee, set at a minimum of \$25.00. College contract personnel that need to be rescheduled or cancelled will require 5 business days notice. Larger events in the Theater and Student Union #9000 building require 30 days advance notice for a cancellation in order to receive a refund.

Name of Organization or Applicant _____		Non-Profit 501c3# _____	
Proposed Use _____	Attendance _____	Open to Public? _____	Insurance Certificate Will be required _____
Type of Facility Requested _____	Admission \$? _____	Wi-Fi Access? _____	Weekday Parking? _____
Person Arranging for Facility Rental _____ (_____) _____	Telephone _____	Contact Email: _____	
Billing Address _____	City, State & Postal Code _____		
Person In Charge During Event _____ (_____) _____	Telephone _____	Contact Email: _____	
Food & Beverage Service: Describe menu/concessions. Per the College contract, Lancer Catering have first right of refusal.		<input type="checkbox"/>	<input type="checkbox"/>
		Lancer catering?	Waiver request?
Illegal drugs, marijuana and hard alcohol is prohibited on campus. Alcohol (beer & wine) may be served with advance approval from the College. Event Organizer must provide a valid Washington State alcohol permit, get approval from College, and hire licensed servers. Alcohol Served? <input type="checkbox"/>			
Do you require: traffic flaggers or security personnel for your event? _____ The College may determine that your event does require SCC officers/King County police, and you will be charged for the hours served. Security must be present for events serving alcohol.			

Audio Visual/Media Equipment, Technical Assistance? Please elaborate your event needs: \_\_\_\_\_

**\*Note that there WILL be additional charges for using College media equipment including Theater technicians at \$25.00/hour . The College will not be able to accommodate media requests or changes within 7 days of event date.** Do you need additional tables and chairs, podium, risers, bar unit for concessions? \_\_\_\_\_

Date(s) Reserved: _____	Event Time: _____ to: _____	Facility: (circle) _____
Additional Room(s) Assigned: _____	Set up & Tear Down completed by: _____	<input type="checkbox"/>
_____ to: _____	_____ to: _____	Total Number of Hours Requested: _____

<b>THIS SECTION FOR COLLEGE USE ONLY</b>			
RESERVATION # _____	Rental: \$ _____	<input type="checkbox"/> Dept. sponsored	
Facility/Room (s) Assigned: _____	Media/Equipment & Tech support: _____		Parking: \$ _____
Reservation taken by: _____	Technical Support/Monitoring: _____		Other: \$ _____
Signature: _____	Security Assigned: _____		Total: \$ _____
Dated: _____	Shoreline Community College Administrator In Charge		INVOICE # _____

## Agreement to Indemnify

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

**WHEREAS, the Organization wishes to rent and/or utilize certain facilities belonging to Shoreline Community College; and**  
**WHEREAS, the College is willing to rent certain facilities to the Organization and/or permit the Organization to utilize certain facilities, provided the Organization agrees to indemnify the College against any injuries, damages or losses arising in connection with, or resulting from, the Organization'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 Organization to utilize the facilities belonging to the College indicated on the reverse side of this agreement. These facilities may be utilized by the Organization during time periods specified on the schedule. College will provide Renter a reservation confirmation and event management support.
2. The Organization 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 negligent utilization of facilities of the College by the Organization's staff, faculty, students and/or guests. The Organization hereby and forever releases the College and its agents, employees or officers from all debts, claims, demands, and damages, actions and causes of action, whatsoever, which such Organization may now have, or may hereafter have, as a result of using the College facilities, unless caused by the College's negligence or willful misconduct. **As a condition of the rental, the College will require proof of valid Commercial General Liability insurance valued at \$1,000,000. in advance of event.**
3. Parking is available on a first-come, first serve basis on campus in legally marked spaces. Parking permits are required for events on weekdays before 4 p.m. and can be purchased at a reduced price in advance by the User, not by individual guests.
4. The Organization recognizes that it has no license or right to utilize facilities belonging to the College other than the facilities indicated on page 1 of this document. The Organization agrees, however, that if members, employees, agents, guests, and licensees, of the Organization use campus facilities, the Organization's promises and obligations under this Agreement shall nonetheless be fully applicable, and the Organization will indemnify the College for losses, liabilities or damages resulting from such usage and be responsible for any additional expenses and rental fees incurred.
5. In accordance with WAC 1321-124-020 #2, weapons and fake weapons are not permitted on campus. Pyrotechnics, nudity, offensive clothing or items, or costuming representing uninformed authority are strictly prohibited on campus, including wooded and parking areas within the College property. Special requests will be reviewed by Theater Manager and College Administration.
6. Permission to use the College Logo must be approved in advance of use by the Organization, including, but not limited to, publication on websites, social media, print materials, apparel, and novelty items. If approved, the college logo will be provided.
7. **The Organization 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. The Organization will be responsible to clean up all decorations, signage, garbage and debris and put in waste containers, and leave the premises in proper order. No open flames (tea lights in safe containers may be approved upon request), sparklers, candle tapers, and other flammable items deemed a fire hazard are permitted.**
8. Additional fees will be charged to use College media equipment. If services of the media technicians, theater technicians, building monitors, King County Officers Guild, College's security office, facilities, or any other College personnel, are needed during the time of this agreement, the Organization hereby agrees to pay the College for all costs incurred. Invoicing for facility rental fees and services provided by the College will be processed after the contract has been signed by the parties. If additional fees are charged by the College for services or facility usage during the event, the Organization will be invoiced after the event date. Payment schedule: 50% of the rental fees upon signing of this contract followed by the balance paid in full five days before the event date. A cancellation fee will apply for events cancelled within 30 days of the scheduled date.
9. Food and beverages are permitted in approved locations designated by the college, and are not permitted in the #3000 gym, theater auditorium, computer labs, study lounges in the PUB, music building labs and band rooms. Lancer, the food services contractor for Shoreline Community College, has the first right of refusal for all catering, concessions and food/beverage requests on campus. All requests and waiver requests for catering exceptions **MUST** be approved by Lancer staff in advance of the event. The Organization will be invoiced directly by Lancer. Alcohol service is permitted, but a Security officer and 1-2 WA State licensed servers must be present at all times. Serving liquor on campus must be done in compliance with the Washington State Liquor Control Board, and a college approval form must be signed by the college administration prior to the event. Paperwork to request alcohol service on campus must be submitted a minimum of 3 weeks prior to event. Beer and wine service is acceptable, but hard alcohol is only approved in special circumstances. Failure to obtain proper documentation will result in the cancellation of service of alcoholic beverages and/or food services at the event. Illegal drugs and marijuana are prohibited.
10. 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](mailto:SSD@shoreline.edu) or call 206-546-4545, TTY 206-546-5109.
11. This Agreement shall not be modified or amended except by written instrument by both parties hereto. 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. This Agreement shall become effective upon signing & execution of this contract by both parties.

**24 Hour SCC Security: (206) 235-5860**

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 the person in charge during the event and be produced if requested.

## Addendum C: #1600 College Theater & #4107 Black Box Theater

The 1600 Campus Theater Building includes a performance theater with a capacity of 360, spacious lobby area and adjacent “green room” classroom. **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 Manager.

Campus Theater	Tiered seating capacity of 360, with large stage apron including orchestra pit, lighting, digital projection and sound systems. Pipe and drape available for more intimate audience experience.
Lobby	Capacity of 102. Concessions area.
Green Room #1524	Classroom format; capacity of 40 at tables & chairs; makeup mirrors, sink.
Black Box #4107	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.

### Rules and Regulations for Using Facilities in the 1600 Theater Building & 4107 Black Box Theater

- In compliance with fire code regulations, all exit doors and pathways to them must remain clear of objects and debris. No open flames (tea lights in safe containers may be approved upon request), sparklers, candle tapers, and other flammable items deemed a fire hazard are permitted on the premises.
- No food or beverages are permitted in theater near the stage, curtains, or media equipment. Food and beverages are only permitted in designated areas of the #1600 Theater building at the discretion of the Theater Manager. Use of college concessions equipment will require additional charges. Please contact the Theater Manager or Facility Rental Manager at least 3 weeks PRIOR to the event date for permission to serve food/concessions or alcohol on campus since this will require additional approval and arrangements. Alcohol service is permitted, but a Security officer and 1-2 WA State licensed servers must be present at all times. Serving liquor on campus must be done in compliance with the Washington State Liquor Control Board, and a college approval form must be signed by the college administration prior to the event. Paper work to request alcohol service on campus must be submitted a minimum of 3 weeks prior to event. Beer and wine service is acceptable, but hard alcohol is only approved in special circumstances. Failure to obtain proper documentation will result in the cancellation of service of alcoholic beverages and/or food services at the event. Illegal drugs and marijuana are prohibited.
- The utmost care must be given when using College facilities, furniture, staging, stage and house curtains, props and equipment . The Client will be held responsible and liable for any damages caused by its use of the facilities, and will agree to pay the College for any damages incurred. Shoreline Community College will determine the extent of any damage done and provide a written estimate of the repairs, replacement, and all costs associated with the damage of the College property.
- Use of the theater and technical equipment will require the Theater Manager or technical support and/or supervision at the client’s expense. Arrangements for use of lighting, digital projection, and other stage equipment must be made at least 3 weeks in advance and additional charges will apply. College property including microphones and amplification equipment, digital projection equipment, tape, props, risers, special lighting and set up services, and other items associated with the #1600 Theater Building. Written notice, work order and/or stage design must be submitted 2 weeks prior to the event. The College cannot guarantee all requests will be granted and charges may apply. **All media to be played must be delivered to the College 1 week in advance of event.**
- Clients must return the College facilities to its original condition. Place all trash and recycling into receptacles provided, remove debris, and return signage, costuming, sets, props, furniture and equipment to their original order.
- There is limited custodial and security staff on campus on weekends. Additional building monitors, custodial, media technicians, and security may be brought in, at the expense of the Client. This need will be determined by our Facility Rental and Security Department personnel. The Client will be notified if it becomes necessary either before or after the event.
- The College reserves the right to refuse bookings, based on past rental experience with a client or usage.
- Facility Rentals activities associated with Shoreline Community College will 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 posted at: <https://www.shoreline.edu/roomrentals/>.