



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

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.

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. 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# _____	
Proposed Use _____	Attendance _____	Open to Public? _____	Insurance Certificate Will be required _____
Type of Facility Requested _____	Admission \$? _____	Wi-Fi Access? _____	Weekday Parking Passes? _____
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 College contract, Lancer Catering have first right of refusal		Lancer catering? <input type="checkbox"/>	Waiver request? <input type="checkbox"/>
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 and hire a licensed server.		Alcohol served? <input type="checkbox"/>	
Do you require: traffic flaggers or security personnel for your event? _____ The College may determine that your event will require additional supervision, including security officers and King County police, and you will be charged for the hours served at \$28.00 to \$65.00 per hour with a four hour minimum. Security must be present for events serving alcohol.			

Audio Visual/Media Equipment, Technical Assistance? _____

***Note that there WILL be additional charges for using College media equipment including media technicians at \$18.00–\$25.00/hour . The College will not be able to accommodate media requests if there is a lack of event AV details, or changes within 7 days of event date.**

Do you need additional tables and chairs, staging, podium? _____

Date(s) Reserved: _____	Event Time _____ to: _____
Set Up Time : _____	Clean Up Completed By: _____
Room(s) Assigned: _____	Total Number of Hours Requested: <input style="width: 50px;" type="text"/>

RESERVATION # _____		THIS SECTION FOR COLLEGE USE ONLY		Rental: \$ _____
Facility/Room (s) Assigned: _____	Media/Equipment & Tech support: _____	Parking: \$ _____		
Reservation taken by: _____	Dept. Sponsored: _____	Other: \$ _____		
	Security Assigned: _____	Total: \$ _____		
Signature: _____ <small>Shoreline Community College Administrator In Charge</small>	Dated: _____	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 the "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.
3. As a condition of the rental, the College will require proof of valid Commercial General Liability insurance in advance of event.
4. Parking is available on a first-come, first serve basis on campus in legally marked spaces. Parking permits are required on weekdays before 4 p.m. and can be purchased at a reduced price in advance. <http://new.shoreline.edu/safetyandsecurity/parking.aspx>
5. 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.
6. In accordance with WAC 1321-124-020 #2, weapons and fake weapons are not permitted on the college campus. Open flames, sparklers, pyrotechnics, nudity, offensive clothing or items, or costuming representing uninformed authority are strictly prohibited on campus, including adjacent wooded and parking areas within the College property.
7. 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.
8. **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 leave the premises in proper order by cleaning up all decorations and debris and placing in the receptacles provided, including recyclables, garbage, boxes, and food. Additional cleaning fees or loss of any damage deposit may be assessed if the space is left in disarray.**
9. Additional fees will be charged to use College media equipment and personnel required to operate the AV equipment. If services of the media technicians, theater technicians, building monitors, King County Police Officers Guild, College security, Facilities, or any other College personnel, are required during the time of this agreement, the Organization hereby agrees to pay the College for all costs incurred. Additional hourly charges for facility rental fees and services provided by the College may be processed after the contract has been signed by the parties if the Organization: exceeds the agreed upon rental time, requires more staffing for supervision or technical support, or if damages are reported. A three (3) hour minimum fee for such personnel will be charged if cancellation is less than five (5) days prior to the event. Payment schedule: 50% of the rental fees upon signing of this contract followed by the balance paid in full five business days before the event date.
10. 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. 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 MUST be approved by Lancer staff in advance of the event date, including exceptions. The Organization will be invoiced directly by Lancer. 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. Failure to obtain proper documentation will result in the cancellation of service of alcoholic beverages and/or food services at the event. Illegal drugs, hard alcohol and marijuana are prohibited. Refer to Addendum for additional rules.
11. 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 an accommodation, contact the College at least 10 days in advance. Additional costs may apply for certain accommodations. SSD@shoreline.edu or call 206-546-4545, TTY 206-546-5109.
12. 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 Person in Charge during the event and be produced if requested.