

## 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 Administration. Facilities available to campus groups, faculty and the community include:

<i>Main Dining Room</i>	<i>Capacity 371 for theater style room set up Capacity 340 for banquet style room set up, with stage and round tables (maximum of 40 - 5' diameter round tables of 8) and chairs. AV and sound equipment, podium, staging and white screen available.</i>
<i>Quiet Dining Room</i>	<i>Capacity of 109 for theater style room set up Capacity of 90 seated at round or rectangular tables and chairs. Podium, AV and sound equipment, platform staging and white screen available.</i>
<i>Conference Rooms</i>	<i>9201 and 9202: Capacity of 14-30, long 5' and 6' long tables and chairs, AV 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

- Please contact Shoreline Community College security if there is an emergency cancellation or change to the reservation time on the day of the event. #206-235-5860.
- 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. Special permission must be granted for uses that want to extend the facility usage hours. 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 and the rental contract will finalize the contractual event period. After hours events will require an event monitor or media technician hired by the college and/or college security, depending on the type of event and number of attendees.
- 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 semi-circular information desk in the #9000 lobby is off-limits to college and rental groups. No one is permitted to unplug or move information desk equipment or materials.
- 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.
- The commercial kitchen facilities and coffee stand in the #9000 PUB are off limits for all college and community rentals. Lancer Hospitality, the food services contractor for the college, has the first right of refusal for all non-college department, catering on campus. Lancer catering staff can be reached at (253) 404-3823. On-site manager can be contacted at (206) 546-6918 or via the office located in the PUB servery. 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 using their waiver form. See the *Food and Beverages services and Alcohol Policy for Shoreline Community College* section. **THERE IS NO ACCESS TO THE KITCHEN AND COFFEE STAND** so please keep out of the coffee stand area and monitor guests/ children to ensure they stay out of the area.
- Alcohol is only permitted for special occasions with approval by College administration, and proper paperwork, permits, licenses from the Washington State Liquor and Cannabis Control Board MUST be obtained 3 to 4 weeks prior to the event. Alcohol is only permitted inside the #9000 Building—NOT outside the building. **Additional college security personnel and MAST licensed, alcohol serving staff are required. Only beer and wine are permitted on campus. Occasionally special permission is granted a specialty alcoholic beverage, but not a full bar.** Alcohol must be consumed within the #9000 building -never outside the premises.
- Proof of insurance (ie. special event insurance) is required for events held at Shoreline Community College.
- There are electrical outlets located in the floor and on the walls in the #9000 Main Dining Room . The College will make an effort to cover these before your event, but be advised that they still may be a tripping hazard for your guests and the College is not responsible for injuries.



- Media equipment in the Quiet Dining room and Main Dining room must be operated by trained college staff or a trained student media technician. Media technicians are reserved through the Facility Rental office, Student Leadership Center and/or the College Instructional Media department. Media equipment must be reserved and approved at least 2 weeks prior to the event to ensure adequate staffing is hired. Some requests may not be accommodated with short notice.
- **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. ALL DECORATIONS AND DEBRIS MUST BE REMOVED PROMPTLY AFTER THE CLOSE OF THE EVENT. All recycling and garbage MUST be deposited in the waste receptacles or BAGGED. Additional custodial fees may apply if the room is left in disarray. Fees will be assessed for items and/or facilities that are damaged by the client or their guests.**
- 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 #9215 Main Dining Room. The art mural in the Main Dining room will NOT be taken down, changed, or touched for any event. Approval to cover the mural, and agreement on how to cover the mural must be arranged in advance. The college is not responsible for providing a lift or tall ladder for this purpose.
- Open flames are not permitted, with the exception of small votive candles in approved containers.
- Room set up requests (including adding tables, chairs, podium, stage, risers, sandwich boards, etc.) must be submitted to the Facilities department 2 weeks prior to the event date or your request may not be granted. Furniture must not be moved from one area of the #9000 building to another without prior approval.
- The College will not lend out ladders, lifts, equipment, tools, and supplies to outside users so please bring all required items with you when setting up campus events.
- 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 and included in the rental agreement.
- No one is permitted to unplug the vending machines or cover them with any material. This can cause equipment damage, and the cost of the repair or product replacement will be passed on to the facility user.
- In compliance with fire code regulations, all exit doors and pathways to them must remain clear of objects and debris. Tripping hazards— including electrical rigging, cables, equipment, speaker stands, etc. MUST be secured and properly marked. It is at the discretion of College staff to determine if the equipment and hazards are considered safe and acceptable for the event to proceed.
- Smoking is not permitted inside or outside of the #9000 building. Smoking is only permitted in campus smoking shelters and smoking areas located at the main entrance bus stop area.

Please review the “Agreement to Indemnify” section of the contract and Reservation Requirements for Use of College Facilities on the Shoreline Community College website: [www.shoreline.edu/roomrentals/](http://www.shoreline.edu/roomrentals/) for additional rules and information regarding signage, decorations, usage, fees and college policies.

### **#9215 Main Dining Room details:**

Room square footage is 5,776 sq. feet - 76' x 76' . Back wall measures 15 feet tall x 52 feet wide.

Air-conditioned. Room darkening screens across all east and south windows.

There are 40 round tables (5' diameter) with 6-8 chairs per tables set up for “banquet style” events, and up to 340 chairs available for room set ups. 55 rectangular 6 foot x 3 foot plastic tables are available.

The full stage (12 feet deep x 32 feet wide) is the default set up for this room, although the stage can be reconfigured smaller as there are 12 panels (4 feet x 8 feet) available.

The podium, media equipment, and up to Projection screen is 24 feet wide by approx. 20 feet tall, from the ceiling.

Room lighting - House incandescent can lights overhead and/or fluorescent tubes (standard)

Stage lighting will be available on pre-set configurations only— standard white “wash”, podium and house light (podium) set right on stage and house can light dimmed to half (house dimmed). Special lighting set ups will require 3 weeks notice and will incur additional set up fees.

List of media equipment in the room will be furnished upon request.