

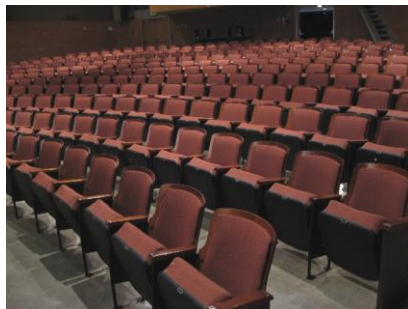


## **Facility Usage Guidelines and Procedures**

The Shoreline Community College campus is located just ten miles north of downtown Seattle in the city of Shoreline; and voted the *Best Neighborhood* twice by Seattle Magazine. Check out our website at: [www.shoreline.edu](http://www.shoreline.edu).

We are pleased to offer campus facilities for community events and activities. Classrooms and computer labs are available for seminars, testing and presentations; which can accommodate 15 to 126 attendees. Many rooms include "Smart" state-of-the-art media equipment. Our campus theater will comfortably seat 369 guests and features tiered seating, professional lighting, sound systems and an orchestra pit area below the stage. The music building has an array of facilities from tiered performance halls to small practice rooms. The campus gymnasium and athletic facilities are available for sporting and other events. The Pagoda Student Union Building (PUB) features two bright dining rooms and three conference rooms.

On-site food and beverage service is available through Lancer Catering.



*Please contact Suzanne Gugger in the Shoreline Community College Facility Rentals Office for information and pricing.*

16101 Greenwood Avenue North, #9114, Shoreline, WA 98133  
Phone: (206)546-5863 Fax: (206)546-9730.

\*Information in this packet is subject to change. Dated 9-1-16

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## Tips for a Successful Event

### 4-8+ Weeks Prior to Event:

1. **Plan ahead.** Please allow a minimum of 4 weeks advance notice before your event to reserve space at Shoreline Community College. For large events, more advance time is recommended, especially if you plan to serve food or alcohol, or need extensive set up and media to support the event. All facilities used for teaching or other campus activities planned during regularly scheduled class time on week days may only be reserved after the academic quarter schedule is determined. Academic Campus quarter scheduling is usually completed 8 weeks before the beginning of the quarter. Conference areas may be able to be scheduled sooner. Reservations planned for weeks between academic quarters are more likely to be available.
2. **Get Information.** To receive information about renting space at the College, please check out the Facility Rentals [web page](#) on the Shoreline Community College website, or call the office at 206-546-5863. Fill out the [Application](#) online for requesting space usage at the College, otherwise email is the best way to communicate. Contact information is on the website. The Facility Rental office is located on the lower level of the 9000 PUB Student Union building, in the Bookstore.
3. **Provide Details.** The more our Facility Rentals Office know about your event, the better service and support we can provide you.
  - Confirm dates, event times, set up and tear down time allowances to reserve the facility on campus.
  - Do you need additional equipment or an extensive room set up? The college has available staging, tables and chairs, presentation and music media equipment, sandwich boards, etc. available upon request, and subject to availability.
  - If your athletic or non-athletic event is scheduled in the #3000 main or mini gymnasium, do you require the protective floor cloth? One or both side of the bleachers out? PA system? Staff supervision?
  - Does your event require catering, beverage service, or a concession? **You MUST contact Lancer, the Campus Food Services contractor to arrange for ALL campus catering and refreshment services on campus**, and fill out a [Catering Request Form](#). Per the college contract with Lancer, they have the first right of refusal for all food and beverage services. Should you wish to discuss an exception, you need to contact the office at 206-546-6918 or email Ashley Pearce ([apearce@lancercatering.com](mailto:apearce@lancercatering.com)) at least three weeks before your event.
  - Are you serving alcohol? **Additional approval and permits are required for serving alcohol on campus.** You will need to fill out the [Application for Approval to Serve Alcoholic Beverages on Campus](#). Return the signed Application to the Facility Rentals office at least 3 weeks prior to the event date. The SCC Executive Director of Budget & Capital Projects will review the Application. Approval and signature must be obtained BEFORE you can apply for a liquor permit from the Washington State Liquor Control Board. Licensed liquor servers/pourers are REQUIRED to serve all alcoholic beverages on campus. Additional Security is REQUIRED for all events serving alcohol which may include hiring an off duty King County Officer. The Facility Rental office staff and/or SCC Director of Safety and Security will assist in determining the level of security required for every event on campus.
4. **Sign Contracts.** Make sure to accurately fill out and read BOTH SIDES of the [SCC Facility Rental contract](#), and sign where indicated!

- The Facility Rental Office will confirm the event times and details and make the reservation with the SCC Campus Room Scheduler. A confirmed room reservation will be emailed, or mailed, to you or your records.
- A 50% deposit of all basic room rental fees must be paid at the time the rental contract is signed. Facilities cannot be held or reserved without a confirmed reservation, deposit and a signed contract. Full payment must be received by the event date.
- Read the complete SCC Facility Rentals Policies & Procedures, posted on the SCC Facility Rental webpage on the College website.
- Return the completed and signed Facility Rental Contract to SCC Rental office via mail, email, fax or in person.

### **3 Weeks Prior to Event:**

5. **Confirm your guest parking plan with the Facility Rentals staff.** Fee parking is enforced on campus and a valid parking permit is required to be displayed on every vehicle at all times, including weekends, holidays and evenings. Campus parking information (<https://www.shoreline.edu/search/?q=parking>)
  - Limited parking may be provided to event organizers per the rental agreement, but guests will need to either pay at the gate kiosks or you may pre-purchase electronic parking or hanging tags for a discounted rate of \$1.50/day. Make arrangements for parking passes via Facility Rentals or SCC Security office at least 2 weeks in advance of the event. Electronic passes to email or hanging tags are available.
  - SCC parking charges are: \$3.00 for 2 hours, \$5.00 for 4 hours and \$7.50 for all day. Kiosks take coins and credit cards, no bills! Parking ticket kiosks are located in the parking lots around campus.
  - No charge for parking on weekends, holidays, some weeks between academic quarters and after 4 p.m. on weekdays.
6. **Forward campus maps** and directions to the College to your invited guests to better assist them in finding the campus and locating your event location. Remember to notify guests about fee parking on campus, unless you plan to provide parking passes to visitors.
7. **Media technicians, Theater technicians, Event monitors, Security and other staffing.**  
The Facility Rental office staff will assist you in determining the level of supervision and security that your event will require. All fees will be charged to the Rental client.
  - After regular building business hours (4 p.m. weeknights and on weekends), some buildings on campus may require additional staff to be hired to monitor the event at your expense. These facilities include, but are not limited to: #9000 PUB, #3000 Gym, #1000 Building, #800 Music, #2100 Automotive, #2000 Visual Arts Center, Black Box Theater and all computer and science labs.
  - The #1600 Theater, Black Box theater and #800 Music Building MUST have a Theater Technician, Theater Manager, and/or Building Monitor present at all times the building is in use, including set up and tear down time.
  - Computer Labs MUST have a computer Technician present at all times the rooms and equipment is in use, including set up and tear down time.
  - Large community events will require additional SCC Security or King County Police officers to be present, including dances and all events involving alcohol being served on campus

### **2 Weeks Prior to Event:**

8. **Confirm details!** Contact the SCC Facilities Rental office to confirm event set up, custodial, monitoring, parking, security, and media equipment details.

- Provide set up details and/or a sketch of the room layout so that the SCC Facility Work Order can be completed and submitted to the Facilities department for scheduling. Note that requests or changes submitted within a week of the event date may not be able to be accommodated.
  - Confirm if you want to distribute information to the campus community via flyers, posters, advertising, public relations or promotional materials. If the event is inviting the campus community, we may be able to submit information in our SCC campus electronic communication.
  - Plan your decorations and signage. If you need to borrow A-Boards or easels from the college, please let us know.
  - Get information about connecting to SCC wireless Wi-Fi system from Facility Rental Office or TSS department.
  - Confirm catering requests, including the number of guests expected, with Lancer, SCC Food Services contractor.
  - Allow enough time for your setup and cleanup. If you need more time, contact the Facilities Rental Office. The college closes at midnight so cleanup should be planned to be completely this time.
9. **Make final payment for the rental.** This fee may not include additional charges for equipment, custodial fees, technicians, event managers, sound equipment, etc. as these charges may need to be assessed after the event.
10. **Know the emergency phone number for Security: (206)206-235-5860.** SCC Security, event monitors or technicians will arrive at the designated set up time to give you access to the classroom or building. If staff is 10 minutes or more late in arriving, please call the above number. Our on duty security officer will help you get into the facility. Make sure to notify the SCC supervising personnel when you are ready to leave at the end of the event so they can call Security to lock the premises.

#### **1 Week Prior to Event:**

11. **Décor and signage.** Finish décor and signage planning and purchase last minute materials. Gather your set up and tear down crew to help. Review the College policies on decorating in the buildings, located in Facility Usage Guidelines and Procedures packet. The college does not supply ladders or other set up equipment.
12. **Confirm media and presentation details.** You will be given the contact information for the SCC technician hired to assist during your event. Make sure that everyone is clear about the event presentation and/or music requirements, including microphones needed, laptop interface, media, music cd/iPod/, Wi-Fi lighting, podium location, etc.

#### **Day of Event:**

##### **13. Don't forget!**

- Arrive on time for set up.
- Bring a copy of the contract with you.
- If media or other AV equipment is being used for your event, allow enough time to test the equipment before any presentation or performance.
- Confirm access and other security issues with the SCC staff to identify which building doors and restrooms will be opened and/or locked.
- Put out signage, including directional signage from the parking lots.
- Communicate with the SCC staff on campus assisting with your event: SCC Security, Theater technicians, Media technicians, Computer Lab Technicians, and/or Event Monitors.
- Clean up the space after the event. Remove all items you brought and leave the space in good condition before you leave the premises.
- Have a great time!



## **Reservation Requirements for use of SCC Facilities**

*These rules, regulations, guideline and polices are for the protection of Shoreline Community College, its clients and neighbors. SCC representative(s) will monitor all facility usage and users for full compliance. Failure to cooperate will result in enforcement by SCC and charges applied.*

### **Eligibility & Priority**

**Space on campus is primarily designed and dedicated for the instruction of Shoreline Community College (SCC) students, College activities and organizations.** The facilities are generally available to external organizations, businesses, civic, and community organizations; and individuals outside of the College upon request, and as space permits. Room rentals are available on a first-come, first-serve basis with priority given to campus activities, student groups and College-sponsored events. If College facilities are being used by an outside group not affiliated with a College department or program, including if the organization or group is part of a College sponsored fundraising event or activity, a facility rental contract must be filled out and signed.

All Shoreline Community College facility uses are administered centrally through the Campus Room Scheduler via an internal on-line application process and are taken on a first-come first serve basis.. The Campus Scheduler reserves campus facilities, including indoor and outdoor spaces, common areas, gymnasium, theater, music rooms and classrooms through an all-campus reservation system; and administers the campus Master Calendar. **ONLY SCC employees, student group advisors and authorized organizers of campus activities can be book space directly via the intranet "Room Request" electronic form** If a community group requests a room reservation, they will need to coordinate the booking with the SCC Facility Rentals Office. The College reserves the right to determine the location where outside organizations and other groups may use space on campus.

Priority will be given to campus academic classes, followed by campus activities first, and outside rentals second, as long as the reservations are received in advance. **College facilities are reserved according to the following priorities:**

1. **"Academic activities involving course credit"** are those activities directly related to the instructional mission of the College that take place on campus in designated classrooms, gym, theater space and laboratories.
2. **"College-sponsored activities as approved by the Office of the President or Board of Trustees"** includes but is not limited to, annual College-wide activities such as Convocation, Commencement, SCC Foundation events and other major events hosted by the college. It also includes any events or programs that will serve the College's mission or will benefit the College including programs of interest to the community.
3. **"Academic Activities other than Course-Related Activities"** are activities sponsored by faculty members or departments that are not related to offering credit to enrolled students but are related to the instructional mission of the College. These activities include such events as seminars, conferences, program open houses, lectures and presentations by visiting scholars.
4. **"Administrative Department meetings and programs"** are events, programs, meetings, workshops, hosted by an SCC Administrative Department. These events/meetings will generally

be scheduled during regular business hours and held in conference rooms on campus including in the PUB 9000 Building.

5. **“Athletic activities in which SCC students compete, other than club sports and intramurals”** include all SCC College-sanctioned events and intercollegiate competitions and team practices related to league-sanctioned intercollegiate competition.

6. **“Student Government sponsored activities, events and intramurals in which SCC students participate”** are events related to those student clubs and organizations recognized by the College. Events include meetings, workshops, conferences, games, shows, concerts, movies and dances.

7. **“Co-sponsored activities”** are campus events that involve off-campus individuals or groups with a direct relationship to College administration or a College approved student club/organization. The College club, organization or administrative office agrees to co-sponsor the event(s) which includes planning and overseeing the event. Co-sponsored events could involve College Affiliates or outside organizations and individuals. Depending on the nature of the activity or event, College Affiliates may not be charged for space usage, but may be subject to additional fees such as media equipment, technical support, custodial and security services, facilities setup, supervision, parking, catering, and equipment rental. A Facility Use/Rental contract will be required to be completed by the College representative and/or the outside organization or College Affiliate.

7. **“Shoreline Community College Alumni”** and their representatives

8. **“Outside/External rental activities”** are campus events for groups and individuals not affiliated or directly involved with the College; or whose proposed events are not directly involved with SCC student programs or departments; do not meet the definitions of the eight priorities described above..

SCC reserves the right to disallow any function which does not meet standards established concerning the use of the facility. Rental of facilities may be revoked by the College if violation(s) of College regulations and/or breach of provisions of these policies and procedures and/or contract occur.

### **User Group Definitions:**

- **“Rental Clients”** are groups or individuals not affiliated with the College, but could include College personnel who use SCC facilities for personal meetings, performances, events, clinics, testing, and other business affiliations.
- **“Student Groups”** are recognized by the SCC Student Body Association or are officially sanctioned College class or student club. The Student Group must obtain prior written approval by the SCC Faculty Advisor and contact the SCC Student Leadership Center at (206) 546-4654. Student groups using College facilities should plan their event and reserve campus facilities at least 3 weeks in advance of the event. Student groups that are hosting, sponsoring or facilitating an event must be actively involved in all aspects of the event, including planning, marketing and implementation. Student Leadership Center personnel will advise student groups on how to successfully manage an event.
- **“College-Sponsored Activities as Approved by the Office of the President or Board of Trustees”** includes but is not limited to annual College-wide activities such as Convocation, Commencement, SCC Foundation events and other major events hosted by the College. It also



includes any events or programs that the SCC Administration determines will align with the College's Mission or will benefit the College, including programs of interest to the community.

- “*College Affiliates*” are defined as State and Federal agencies or groups recognized by the College, as well as campus program related sponsorships and associations.
- “*Shoreline Community College Alumni*” and their representatives are defined as groups and individuals who are past graduates or attended the college, and are recognized and/or registered with the SCC Office of Advancement as having Alumni status.



## Reservation Procedures for use of SCC Facilities

### Procedures to Host a Campus Event or Other College Sponsored Activity

To co-sponsor an event, a club or department needs to:

- For student club or group events the student organizer must contact their SCC Faculty Advisor at least 4 weeks prior to the event to obtain written approval. The Faculty Advisor (or an appointed substitute) must be present at all student club events on campus. Reservations for campus space usage will only be accepted from the recognized SCC Club Advisor.  
**Reservation requests with the campus scheduler must be received in a timely manner, at least 3 weeks prior to the event or activity to ensure space availability.**
- The student event organizer must also contact the Student Leadership Center at least 4 weeks prior to the event. The Student Leadership Center can assist with the planning the event including facilitating Lancer food and beverage service, and coordinating budget/financial assistance.
- If the event is being planned by an outside organization, where Shoreline Community College including a department, club, or other representative office is a “co-sponsor” of the event/activity, the event organizer must obtain written approval from the appropriate SCC Vice President and/or Dean in advance of the event date.
- Provide trained staff members to help plan and implement the proposed event.
- Accept fiscal responsibility for any unpaid fees related to the event by providing an interdepartmental budget account number to the Campus Scheduler at the time of the event booking.
- Accept responsibility for additional charges that may apply to the event, including custodial fees, facilities set up and tear down fees, equipment rental fees, media technician support, building supervision charges that will apply to, but are not limited to, Campus Theater venues, Music Building rooms, gymnasium, computer and science labs, Automotive, Visual Arts Center, PUB and large campus community events.
- Initiate timely communication among campus departments and individuals who will be affected by, or required to support, the event. In some cases for events involving amplified sound or music, waivers must be obtained to get approval from potentially affected instructors and campus administrators. If the activity or event could be deemed as questionable or of a potentially dangerous nature to the campus community or campus neighbors, the event organizer MUST fully inform their advisor of the specific activity or event details. In some cases prior written approval by the , SCC Executive Director of Budget & Capital Projects will be required.

- H. CONTACT THE CAMPUS SECURITY OFFICE at least 3 weeks PRIOR TO THE EVENT START DATE and provide detailed information about the event or activity. Additional Security or a Building Monitor may be required for your event based on the size and nature of the planned activity; location of the event, and timing of the event after hours or on a weekend. Personnel charges incurred will be applied to the appropriate College budget.
- I. Comply with campus scheduling and Facilities Use Policies and Procedures, including but not limited to those defined in the Shoreline Community College Student Activity Manual.
- J. If fees are charged to guests or participants, proceeds must be returned to the SCC Club or sponsoring Shoreline Community College department.
- K. Provide setup and cleanup information, requests for tables, chairs, technical equipment and sound systems, easels, via a Facility set up request to SCC Facilities Department (206-546-4661) and Library Media Department at least 3 weeks prior to event date.

### **Facility Rental Procedures for Outside Organizations & Applicants**

Individual College employees (including faculty members sponsoring an event other than the types of events described above) students and alumni, who wish to schedule an event on campus, need to process their requests through Facility Rentals Office as an external facility rental.

“Outside/External rental activities” are campus events for groups and individuals not affiliated or directly involved with the College; or whose proposed events are not directly involved with SCC student programs or departments; do not meet the definitions of the eight priorities described above. To have an activity on campus, the applicant must:

- A. Contact the Facility Rentals Office to learn about SCC facility rental procedures, policies and procedures.
- B. The Facility Rental Coordinator will check availability and book the space accordingly on behalf of the client.
- C. Receive confirmation number and document for the reservation. Check dates, times and locations for accuracy.
- D. Fill out a Contract to Rent College Facilities form, sign both pages and return it to the Facility Rental Office in the 9000 PUB Building, lower level Bookstore.
- E. Once the reservation is confirmed, SCC Executive Director of Budget & Capital Projects will sign the Facilities Use Contract. A copy will be provided to the client.
- F. Pay 50% deposit of the facilities rental charges at the time of the booking; the balance is due before the event start date.
- G. Provide evidence of appropriate event insurance, as required.
- H. If alcohol will be served, fill out and submit the SCC Alcohol Approval form and provide liquor licenses and banquet/special event permits to the College administration for signature approval. Approval must be obtained for serving alcohol on campus from the SCC Executive Director of Budget & Capital Projects A copy will be provided to the client. Permits must be posted at event.
- I. Work with Facility Rentals Office to communicate event details for set up, tear down, equipment rental, technical support, additional supervision and/or security personnel, campus access, parking, custodial, signage & advertising, decor, catering requests, etc.
- J. Pay fees as determined by the Facility Rentals Office including any additional fees determined by campus facilities/custodial departments, security, King County Police Officers Guild and other departments providing services and equipment related to the reservation.

### **Rental Period**

Shoreline Community College facilities are available from 6:00 a.m. to 12:00 a.m. midnight every day of the week, except for scheduled campus closures. There may be additional fees assessed for bookings scheduled outside of these hours. Event rental time including set up and tear down must conclude by 12:00 a.m. midnight. All guests must be off campus by that time. Rental is determined by the amount of

time the facility is occupied, including set up/tear down time. Any clean up taking place after this time must be arranged ahead of time. Please note: a penalty may be assessed if facilities are not vacated and secured by midnight or if the event runs over the scheduled time. Additional SCC supervision will be charged to the client until everyone has vacated the College facility.

Rooms located in the 9000 PUB Building, 800 Music, Theater venues, 2000 Visual Arts, 2100 Automotive and 1000 Building may require additional personnel for building coverage after those respective buildings are closed to the public. On weekdays, the closing hour for the 1000 Administration Building is 5:00 p.m. and for the 9000 PUB Building at 8:00 p.m. except for Friday evening when the PUB closes at 4:30 p.m. The #3000 Gymnasium closes at 5 p.m. during the week and is closed on weekends. On weekends and holidays these campus buildings are closed. Building times may vary during the year. If for any reason these buildings are opened after hours for a rental or college event, an event monitor or college staff must be present. These times may vary throughout the year.

### **Payment Policies**

Room reservations are to be made at least 3 weeks in advance. A reservation is only considered confirmed when the rental contract has been signed by the Rental Client and approved by SCC Administration, and a rental deposit or full payment for the rental has been paid to the college.

- Prices are subject to Washington State Tax. Prices are subject to change.
- A discounted non-profit rate may be given based on proof of non-profit status and eligibility.
- The 50% deposit/booking fee is equal to half the base rental fee will be charged to reserve a facility once the rental contract is signed and approved by the College.
- Payment in full must be received in advance of the event date or by the first rental date if multiple days are reserved.
- The written contract will be drawn to outline all details and additional charges associated with the rental of the facility. Additional charges may be invoiced in advance of the event, or after, as determined by SCC staff.
- Payment for additional SCC services is due upon receipt of invoice from the Facility Rentals Office and payment of such charges is due within 30 days of the billing. Additional, unforeseen charges will be billed following the event. If payment is made with insufficient funds in the account, a \$35 fee will be added to the total and the contract will be cancelled until the amount due is paid. A 10% penalty calculated as 10% of the total invoice will be billed to the Rental Client if the event is cancelled per the College's cancellation policy, within five (5) business days of the initial booking. SCC Administration has the right to determine if this penalty is applicable if the event is rescheduled to a later date.

### **Additional Charges for College Services, Personnel and Equipment**

Additional fees may be charged by the college for services, personnel, equipment, and other college resources, which also could include King County Police Officer supervision, utilized for an event or activity on campus:

- An SCC Facilities Department work order for room set up and tear down must be submitted to the SCC Facilities Department in writing a minimum of 2 weeks before the event. For outside rentals on campus, the College Facility Rentals Office will submit your requirements on your behalf. A diagram is helpful. Required maintenance repairs, hauling, set-up and cleanup time must be considered when planning to use college facilities. Additional charges may apply if set-up is required but not communicated before the event or if there are extensive changes to the set up planned for the event.
- Tables and chairs are limited to what the College has available to the specific venue being rented. It is the responsibility of the Rental Client to return the room to the agreed upon configuration or additional cleanup time may be assessed. Chairs, tables, easels, signage,

exterior sandwich boards, etc. are not to be removed or “borrowed” from the rental area or other areas on campus without permission by appropriate SCC staff.

- Additional fees for equipment such as media equipment, sound systems, SMART classrooms, LCD projectors, screens, gymnasium PA system, microphones, theater props, and piano usage may be charged.
- Discount rates (non-profit, student groups, college sponsored) do not apply to equipment and/or personnel fees.
- Non-profit rates do not apply to gymnasium rental fees. Other discounts and/or charges may be assessed based on the time period of the rental agreement and/or nature of the event planned.
- Care needs to be taken with all College equipment. No food or drink shall be consumed on or in close proximity to technical equipment and/or music equipment including instruments and pianos.
- The stage, podium, and floor cloth (used to protect the gymnasium wood floors), along with other equipment are available from the college for a fee.
- The SCC Facility Rentals Office and SCC Facilities Department staff will determine if the event work order/setup schematic is realistic. They will also determine if additional precautions need to be taken to protect College property, such as using a protective floor cloth. An estimate of the charges will be submitted to the client in advance.
- In addition, some rentals warrant additional personnel to assist in a successful event. A fee may be charged for the services of an event manager or building monitor, theater manager, media technician or other personnel required for an extensive room setup.
- SCC Building Monitors including Shoreline Community College Security personnel may be required for the event at the College Department or Rental Client's expense. This includes, but is not limited to events held in the 9000 Pagoda (Student) Union Building, Theater venues, 800 Music, 2000 Visual Arts Center, 2100 Automotive, 3000 Gymnasium and 1000 Administration Buildings, scheduled after hours or on weekends/holidays. Depending on the nature of the event, other areas on campus may also require a Building Monitor and/or an off duty King County Police Officer.
- Off-duty King County officers may be necessary and hired at the expense of the College Department or Rental Client depending on the size and nature of the event planned. One or more King County Officers are required if alcohol is served at the event.
- Additional charges will apply when excess cleanup is required including damage to the facility, equipment and/or furnishings which occur during use. This includes tape on doors, windows, columns, walls and/or floors.

### **Denial of Use:**

SCC may deny or cancel the use of Facility Rentals if the use:

- Interferes or conflicts with College class schedules, programs, administration and services.
- Interferes with the free flow of pedestrian or vehicular traffic on campus.
- Involves illegal activity.
- Causes a hazard or damage to the College facilities.
- Creates undue stress on College resources.
- Is scheduled when an emergency situation occurs.
- Is deemed by the College that persons or property might be endangered and/or the event might in any way be prejudicial to others or not in the best interest of the College.
- Violates College regulations and/or breach of provisions of the rental agreement.
- Rental or College Client has used the facilities in the past and has damaged College property, left grounds in disorder, or failed to cooperate with College staff concerning use of facilities.
- If the event is not properly scheduled with the College.

### **Damage and/or Loss of College Property**

The applicant agrees to exercise the utmost care in the use of the premises and property of Shoreline Community College. Applicant further agrees to reimburse the College for damage, loss and/or claims arising from the applicant's use of the facilities.

- A damage deposit may be required by the College for rental of the gym, dining rooms, theater and other facilities. The amount of the deposit shall be determined by the College.
- The Rental Client or College Client is responsible for any damage to the facility caused during the scheduled event or activity, or by the Client's guests/individuals connected to the event.
- If such damage occurs it will be assessed and itemized, and the Rental or College Client will be required to reimburse the College for the damages.
- Furniture and equipment will not be moved from one room to another unless specifically called for in this application and under the direct supervision of a designated College employee.

### **Cancellation & Refunds**

If the facilities *will not be used as scheduled*, for whatever reason, the applicant must notify the College at least 3 business days in advance, unless otherwise noted.

- For larger venues (PUB, gym special events, theater) notification of cancellation must be made in writing five (5) business days prior to the event.
- Booking fees, minus a ten percent (10%) handling fee, will be refunded if cancellation is made more than five (5) business days prior to the event. However, if cancellation is five (5) business days or less of the event, the booking fee is non-refundable.
- The College is not liable for any costs incurred by the Rental Client as a result of cancellation.
- Cancellations of postponed or rescheduled events will be subject to the cancellation policy.
- The College reserves the right to cancel any event in progress if it interferes or conflicts with regular College activities in any way; if it creates hazards or unreasonable difficulties for the campus community; if event staff or participants refuse to cooperate with SCC Security or other staff; or if an emergency situation arises.
- If the event must be postponed due to an emergency situation, the event may be rescheduled without penalty on a space available basis at the discretion of the College.
- If for any reason the College would have to move a reservation into another location, the College will provide signage and/or personnel directing visitors to the new location.

### **Liability & Insurance**

SCC reserves the right to inspect and control all events being held on campus. Liability for damage to the premises will be charged back to the Rental Client accordingly. SCC cannot assume responsibility for personal property and equipment brought onto the premises or for damage or loss of any articles or merchandise left on campus prior to, during, or following an event. SCC is not liable for bodily injury due to negligence of any guests during use of the facility or from failure of guests complying with guidelines.

At the discretion of SCC management, the Rental Client must procure and maintain in force at the time of the event, without expense to SCC, a public liability insurance policy covering bodily injury and property damage with limits of not less than \$1,000,000 per occurrence. Some events held on the property of Shoreline Community College Campus may require additional insurance. If required, the Rental Client must provide SCC Facility Rentals Office with a certificate of insurance prior to the event.

### **Supervision Required:**

Supervision by SCC staff is required for all rentals in the Main Campus Theater, PUB 9000 Building, large gymnasium events, #4107 Black Box, 800 Music Building, 2000 Visual Arts Center, 2100 Automotive, 1000 Administration Building, computer and science labs, and all other major College facilities and events on campus. Events occurring after hours or on weekend and holidays may also

require authorized supervision. SCC technical personnel are required to operate the College sound and media systems, and all technical equipment in the SMART classrooms and computer labs. Additional security and/or a SCC staff person/building monitor may be required for rental of SCC facilities depending on the nature, location and size of the event. King County Police Officers and/or off duty SCC Campus Security personnel will be hired for events exceeding 150 guests, events that will be serving alcohol, and dances, as determined by the SCC Director of Safety and Security. Fees will be determined by the College based on the requirements for each facilities use. Charges for supervision will start as soon as the client enters the facility and continue until everyone has vacated the premises.

### **Publicity & Advertising**

The use of the Shoreline Community College logo, trademark or trade name is not permitted without prior authorization. The customer may NOT promote their event as an SCC sponsored event unless agreed upon in writing by the College in advance. The College PIO (Public Information Office) will provide an acceptable College logo for any materials that may be produced by the Rental Client or SCC club. For more information, visit the SCC Communications & Marketing department website.

### **Commercial Use:**

SCC facilities may not be used for private gain or commercial purposes unless the direct sale of goods and services, or the rental of facilities to support such sales, are directly and substantially related to the educational or public service mission of the College. The commercial use must be submitted by a recognized college student club or group and governed by a formal facilities use agreement and approved by the College in advance, per Shoreline Community College Policy #3803:

- Approval for the direct sale of any goods, services or rental of facility must be obtained from the College in advance.
- The College reserves the right to evaluate all sales programs and terminate the contract with 60 days written notice.
- Provision of goods, services or facilities on campus must represent a special convenience to and support the campus community, as well as support extracurricular, public service and/or campus activities.
- Fees charged for the goods, services or facilities shall take into account the full costs (direct and indirect) including College overhead costs. The price of items in the private marketplace shall be taken into account in establishing pricing.
- Provide reasonable assurance that the goods, services or facilities are provided only to persons who are students, potential students, faculty, staff, patients or invited guests.
- The goods, service or facility represents a resource which is not commonly available or otherwise easily accessible; for which there is a demand from the external community.
- SCC policy #3803 can be viewed on the college website at: [www.shoreline.edu](http://www.shoreline.edu).

### **Music & Amplified Sound**

Music or amplified sound must be maintained at a volume considered appropriate and legal by College, City and OSHA standards. If volumes exceed acceptable levels, the client or representative on site will be asked to lower the levels. If it is necessary to make a second request, the group will be required to discontinue amplified sound or music as part of the event.

- The Rental or College Client is responsible for any applicable license for the live or recorded music to be performed.
- If the activity or event will involve sound in an outdoor area, the applicant must obtain permission from the Facility Rentals Office, which will obtain waivers from instructors and office personnel in nearby buildings. Student groups must contact the Student Leadership Center to assist them in obtaining waivers from affected faculty and office personnel.
- SCC has portable sound systems available for a rental fee. For rental organizations, the Facility Rentals Coordinator will make all media arrangements on behalf of the client. A trained SCC

technician will be required to operate music and audio/visual equipment at an additional charge of \$18.00 per hour.

- SCC staff, students and faculty will schedule music and AV requests directly through College Media Services in the Library at (206) 546-4592 or requested via email at: [media@shoreline.edu](mailto:media@shoreline.edu).

### **Parking on the Main Campus of Shoreline Community College**

Effective February 2011, parking on campus, including the lower Greenwood lot, is subject to a daily fee. Weekends holidays and weekdays after 4 p.m. are not subject to a parking fee. Some days between academic quarters are not subject to parking fees and will be marked on the exterior parking ticket kiosks and signage. For current information view the campus Safety and Security website, [parking webpage](#).

- All Permits must be prominently displayed in the vehicle.
- Parking is allowed in legally marked areas on the campus of Shoreline Community College. Illegally parked vehicles may be ticketed or towed at the owner's expense. An appeal can be made to the SCC Security Office located on the lower level of the 5000 FOSS Building.
- Daily parking permits are available from kiosks in the parking lots around campus. Permits are valid for the time indicated on the permit. On weekdays, permits are marked for 2 hours, 3 hours or all day until midnight. Kiosks take coins and credits cards.
- Quarterly student parking permits are available from the SCC Cashiers or the SCC Bookstore with valid SCC Student ID presented at the time of purchase.
- Vehicles belonging to participants and/or audience members of the applicant for an outside campus rental, college, or community event, will need to display a valid parking permit from an SCC kiosk or a valid printed parking pass obtained from SCC Security.
- Parking permits are available for purchase in advance for \$1.50 per day and are valid for any day of the week and for extended periods. The Client or other purchaser from a College department will be charged \$1.50 per day for each permit ordered. Please allow for a minimum of two weeks before the event to make the arrangements for these printed parking passes. Fill out the [parking request form](#) and submit at least 10 days prior to the event.
- Parking on the campus is permitted in accordance with Parking and Traffic Rules adopted by SCC. The complete Parking Rules and Regulations can be viewed and downloaded from <http://www.shoreline.edu/safetyandsecurity/> or obtained from the Campus Security Office.

### **Campus Security**

Review [SCC Emergency procedures](#). More information including campus maps are available at <http://www.shoreline.edu/safetyandsecurity/default.aspx>. Campus Security will be made aware of all approved facility rentals and will review in advance all proposed rental events and activities that may require a police/security presence. SCC Security personnel will determine how many SCC Officers and/or King County off-duty Officers may be required to staff the event, at the expense of the Rental or College Client. The Security Office is located in the 5000 FOSS Building on the lower level. During business hours, the Security Office phone number is: (206) 546-4633. **An SCC Security Officer on the main campus can be reached directly at all times by calling (206) 235-5860.**

- Security personnel will not automatically unlock and/or lock a facility unless a signed rental agreement is confirmed and they have received notice from the Campus Room Scheduler or the Facility Rentals Office prior to the event start time. The Campus Room Scheduler will produce a daily room report which the SCC Security Officer will refer to when unlocking and securing building exterior and interior doors. Only confirmed campus events are reflected on this report. This service is especially important after office hours and on weekends when facilities are normally locked.
- Building keys will not be issued or loaned on any occasion to anyone other than College personnel. SCC Director of Safety and Security oversees all building key requests on campus.

- The College is not responsible for any items left on the premises. Items found will be sent to the Lost and Found located in the Campus Security Office.
- Security may also be called to escort guests to their vehicles, issue parking permits and provide directions to a venue.
- Security reserves the right to remove disruptive person(s) from the Campus for violating College Policy #2410 regarding disruptive behavior and conduct.

### **Occupancy Guidelines/Fire Hazards**

**All occupancy and fire codes must be followed at all times in accordance with College, City and State Fire & Safety Regulations.** At any point SCC Security, Shoreline City Police and/or Fire Department can observe any event taking place on the campus, and take any action(s) necessary to implement the safety and well-being for all persons on campus. Please contact the Facility Rentals Office should you have any questions regarding occupancy or fire hazards.

- The Rental or College Client must not obstruct any doors, entrances or exits at any time. Stairways, hallways and access to utilities within the area must be available at all times.
- Facilities used shall be limited to those specified in this application with the exception of restrooms.
- The use of the lobby area, hallways and any other area not exclusively included in the Rental Contract is prohibited except to gain access to/from meeting/event facilities. Other campus facilities such as the bookstore or cafeteria may be used by individual members of the applicant's organization when open.
- Note that using additional props such as a stage, dance floor, etc. alters the occupancy amounts and may limit the number of persons who are attending the event.
- The rental to an off campus organization or individual for use of facilities is granted with the express understanding and condition that such off campus organization or individual assumes full responsibility for loss or damage resulting from such use and agrees to hold harmless and indemnify the College for any loss, damage or claims arising from such use(s).
- All electrical equipment brought in by the Rental or College Client shall comply with all rules and regulations of City, State and Federal Governments.
- Smoking is not permitted on campus except in designated smoking shelters located around the campus. The use of tobacco is prohibited in and within 25 feet of all SCC facilities. To view a campus smoking shelter map go to: <http://www.shoreline.edu/smokemap.html>
- Open flames are not permitted in any SCC facility. Enclosed votives, tea lights floating candles and pillar or taper flames enclosed by hurricane glass or other enclosures may be acceptable in specific buildings/rooms with the approval of SCC Security.
- The use of sparklers, fireworks or pyrotechnics inside or outside of buildings is strictly prohibited.
- Hazardous chemicals and materials are prohibited.

### **Conduct**

Per Shoreline Community College Policy #2410, the primary responsibility of the College Board of Trustees is to provide a quality education for every student. The Board is devoted to the American ideals of free speech and peaceful assembly; however, individuals and/or groups shall not interrupt the educational processes and related functions of the institution nor interfere with the rights of others.

- No indecent or illegal conduct of any kind is allowed.
- The safety and security of the campus and its students, administration, guests and faculty, shall not be compromised by any event or activity scheduled or unscheduled on campus. Campus Security reserves the right to remove disruptive clients and/or guests for violating Policy #2410 during, but not limited to, a campus event or activity.



- Games of chance, lotteries, raffles, etc. are not allowed at the College except as part of entertainment offered at fund-raising events sponsored by the College.

### **Decorations & Set up**

Decorations are permitted as long as they comply with College Guidelines. A minimum assessment of \$250 will be assessed for violations and decorations will be removed.

- Decorations are only permitted within the facilities designated in the contract.
- Decorations in hallways, lobby areas and at any entrance/exit need to be approved by an authorized SCC representatives prior to the event. This includes sandwich boards, directional signage, displays and posters in sign stands.
- Pins, tacks, nails or other puncturing devices are prohibited.
- Scotch, masking, duct tapes and glue are not allowed on any surface, including, but not limited to: fixtures, doors, walls, columns, light fixtures or windows. All other adhesives (including blue tape and tacky putty) must be approved.
- In the PUB Building all signs must be free standing. Sandwich boards must be approved of in advance. The College may be able to supply sign stands and sandwich boards upon request.
- Signs on walls, pillars, windows and glass doors are not permitted.
- Banners may be hung inside/outside the buildings with prior approval of College personnel only.
- Balloons (helium filled or not) must be tied down and removed after the event is completed.
- Tablecloths and skirting for the PUB dining rooms can be rented through the Campus Food Services contractor.
- During heavy set-up periods, desired room layouts not received 10 business days prior to the event cannot be guaranteed. Requests will be honored according to the date and the order setup requests are received.
- The college has portable **chairs (approx. 400)** and **tables (forty - 2.5' x 6' foot plastic folding tables)** available for use on campus upon request. Fees may apply for moving these tables and chairs to various campus locations. Availability can be an issue during busy periods, and reservation of these items must be made in advance to the SCC Facilities department.
- The **stage usually located in the main dining room** in the PUB #9000 Building **is comprised of 12 raised rectangular panels (3'x8')** which can be put in any configuration. SCC Facilities department will approve all stage layouts. There are two sets of stairs. The stage is carpeted and skirted. The usual set up size for the stage in the main dining room is **12' x 32' feet**. Additional outdoor and portable staging is available upon request.
- Personnel fees for facility setup and tear down may be required depending on the requirements and layout.

### **Cleanup**

- The event including cleanup must be concluded by the end of the contracted event time. If additional clean up time is needed, the time will be added to the rental contract. The campus closes at 12:00 a.m. midnight so all cleanup must be completed by that time, unless otherwise agreed upon by SCC Security and Facility Rentals representatives.
  - In the #1600 Theater, #4107 Black Box, #3000 Gymnasium, computer labs, #9000 PUB Building, and #800 Music Building, #2000 Visual Arts Center and #2100 Automotive buildings, the event monitors or security personnel will be present until the building is vacated. Other rental and campus events may be required to have supervision and/or additional security. Rental Clients and SCC representatives organizing the event will be charged for this time.
- All personal materials, equipment and furnishings must be removed from the College campus at the conclusion of the event.

- Unless prior arrangements have been made and included in the event contract, the Rental Client may be assessed a minimum \$50.00 per day fee for items left at the conclusion of the event.
- SCC is not responsible for damaged, lost or stolen items. Please contact the Security Office for lost and found items at (206) 546-4633.

### **Food and Beverages Services at the SCC Campus:**

Lancer Hospitality is the food service provider contracted by Shoreline Community College for all food service on campus. This includes beverage and light refreshment service, catering, and concession sales. Outside food and beverage services are not permitted on campus per this referenced contract.

Lancer management reserves the right to allow outside food and beverage requests, but these individual requests must be made in advance to the Lancer management. A waiver form must be filled out and submitted to Lancer Hospitality no later than ten days in advance of the event for approval. Catering requests must be made directly to the manager by phone at (206) 546-6918 or email: [apearce@lancerincatering.com](mailto:apearce@lancerincatering.com).

Food and beverages may be served on campus in selected areas with approval by the Facility Rental office and/or the Building Manager and these rules will apply:

- Food and beverages are only allowed to be served or consumed in the areas as agreed to in the signed rental contract and/or via written communication to the College department representative or Dean if the event is College Sponsored.
- Food and beverages are only permitted in specified areas of the PUB 9000 Building, including in the Main Dining, Quiet Dining Room, staff lounge, and lobby areas.
- Food is not permitted in specific buildings on campus including the Theater and Music Building, unless otherwise specified.
- Alcoholic Beverages may be consumed on campus per the "Alcohol Policies" portion of this document as noted below. The SCC Alcohol Policy and details from Washington State Liquor Control Board are located in this document.
- Catering, concessions, beverage service and other food requests must be coordinated through Lancer Hospitality management per the contract with Lancer Hospitality and the College.

### **Discrimination:**

Shoreline Community College does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, religion, mental status, or age in its programs and activities.

### **Children**

Children under the age of 16 must be supervised by parents or other responsible adults at all times per College Policy #4127.

### **Animals**

Animals of any type are not permitted inside SCC Buildings, with the exception of those used for assisting persons with disabilities or unless included as part of an agreed upon rental, as specified in the contract.

## **Addendum A:**

### **Shoreline Community College Athletic Facilities Information**

The Shoreline Community College gymnasium(s), outdoor track, classrooms and related facilities are available for rentals to the community and outside organizations for athletic and non-athletic activities.

**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 rented by an outside organization or client.

Gymnasium	Capacity with bleachers down 1,500+
Mini Gym space	Capacity 50
Track (not including the grassy field)	200 bleacher seats
Classroom #3002, 3011, 3012	Capacity of each classroom is approximately 30-40 students

### **Facilities Use Contract and Payment:**

A contract for Facilities Use from Shoreline Community College is required for each event with full payment due at the time of the facility rental request. There is a fee associated with each room(s), athletic facility or services. Discounts may apply.

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

Gymnasium, track and other related physical education facilities are only rented with prior approval of the Athletic Director and College Facility Rentals Office.

- Rental requests submitted less than 1 week before the first rental date may not be accommodated. Large events in the gymnasium will require more lead time and should be reserved at least 4 weeks ahead of time through the Facility Rentals Office or the SCC Room Scheduler for College sponsored and student events.
- Rental and College Clients 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 Rental or College Client. These requests are done via an SCC Facilities Work Order.
- 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 Coordinator 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 Rental or College Client 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 Rental or College Client will be notified if it becomes necessary either before or after the event. All scheduled outside rental events that are non-athletic in nature will require SCC supervision.
- A gym manager, SCC building monitor or athletic representative may be required for supervising the building during a scheduled event at an additional fee.
- **Planned food and beverage consumption, including concessions, during a rental must be approved in advance by Lancer, SCC Food services contractor, and the Facility Rental office at the College.**

- 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 Rental Client, or through SCC Library Media Services for a College sponsored event.
- Please review the Rental Rules for additional rules and information.
- Rental activities utilizing facilities under the direction of the Shoreline Community College Athletic Department may require a Certificate of Insurance naming Shoreline Community College as Additional Insured. A copy must be submitted prior to the first rental date.

### **Additional Weight Room Rentals/Usage Requirements:**

Due to the liability exposures associated with weight room activities and the potential health injuries associated with aerobic and anaerobic activities, Shoreline Community College considers weight rooms a greater liability. The SCC weight room cannot be rented to the general public.

Due to this increased risk, the weight room has additional requirements before it can be reserved by a College Client. If you are interested in reserving the weight room, you must discuss your reservation with the SCC Athletic Department at least 3 weeks in advance of the booking and submit to the College a copy of one of the following certifications at the same time you submit your reservation request:

- 1) A copy of a degree from an accredited institution in the field of exercise science, physical education or kinesiology; (or)
- 2) A nationally recognized certificate in the applied health science field of strength and conditioning.

### **Cancellation Policy for Athletic Facilities:**

- All cancellations must be in writing and received 72 hours prior to the scheduled rental date or facility payments will be forfeited, in accordance with the College's Cancellation Policy as outlined in this document.
- Approved playfield rainouts or reservations cancelled by the College representatives for any reason will be credited with replacement date(s) or an account credit through the SCC Facility Rentals Office.
- SCC representatives will make every effort not to "bump" or relocate a reservation. Should this occur due to scheduling conflicts or SCC intramural events, the client will be reimbursed for the missed reservation time or relocated to another location.

## **Addendum B:**

### **Shoreline Community College Music Building Rental Information**

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 Rental Rules for additional rules and information.

## **Addendum C:**

### **Shoreline Community College Theater Rental Information**

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 still 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 “riser” stage. Best for small performances.
Stage	Maximum of 50 on this intimate “riser” style stage located in the #1600 lobby outside of the main theater. There are 10 panels measuring 4 feet x 8 feet with an 8” rise and black skirting.
Black Box #4107	Located lower level of the #4000 Library. Capacity of 48 people on risers
Green Room #1524	Capacity of 40 at tables & chairs; makeup mirrors, sink.

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

- No food or beverages are permitted in theater venues 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 Rental Rules 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 D:**

### **Shoreline Community College PUB Pagoda Union Building**

The 9000 Pagoda Union Building, or PUB, was two years in the making and is the centerpiece of campus life at Shoreline Community College. It features three conference rooms, a large dining room, small dining room, study spaces, game room, staff lounge, bookstore, mail and shipping rooms, offices, espresso coffee stand & food service.

**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 Facility Rentals Coordinator, SCC Room Scheduler, and SCC VP of Administrative Services.

Facility Rentals available to campus groups, faculty and the community include:

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

The lower “student game room” 9204 is not available for rentals.

\*Seated capacity will vary depending on whether additional SCC chairs are brought in. Round tables seat 6-7 comfortably but can hold up to 8 per table.

### **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. – 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.
- 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.
- All reservations for conference and dining rooms must be done through the campus room scheduler and if a community rental through the Facility Rentals Coordinator.
- Please reserve space in a timely manner at least 4 weeks prior to event. If your event or meeting requires ample preparation and planning reserving the space earlier would be advisable.
- 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. Lancer reserves the right to allow outside food and beverage service at their discretion. 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 in this packet.

- 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 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.
- There is limited custodial and security staff on campus. In the event an activity or event is scheduled after the regular business hours of the 9000 Building, the event may require additional SCC security and/or building monitoring. At the renter's expense SCC management may hire SCC security, personnel, or King County Officers, depending on the number of guests, hours of the event and clientele expected to attend. This will be determined by Facilities Rental and Security Department personnel. The outside Rental client or SCC College department hosting an event in the #9000 PUB Building will be notified if building supervision becomes necessary.
- SCC reserves the right to refuse bookings based on past rental experience with a client.
- Please review the Rental Rules for additional rules and information regarding signage, decorations, usage, fees and college policies.
- Facility Rentals activities associated with Shoreline Community College may require a Certificate of Insurance, naming Shoreline Community College as Additional Insured.



## **Addendum E:**

### **Shoreline Community College Computer Labs Rental Information**

Need a computer lab for your event? There are a number of computer labs with the latest available software and a knowledgeable Technology Support Staff. Computer Labs are reserved through the Facility Rentals Office and Technical Support Services at SCC (206) 546-6936. Computer labs usage is based on availability of the space and technical support.

**As Shoreline Community College is an educational institution, priority is given to our classes, students, and campus programs.** These uses have first priority for using our computer labs, after which, the facility rentals are available to the community as available.

#### **Main Campus:**

1302 Computer lab	Capacity of 31, 30 PC computers, 1 instructor's computer with projector & screen
1304 Computer lab	Capacity of 31, 30 PC computers, 1 instructor's computer with projector & screen
1305 Computer lab	Capacity of 25, 24 PC computers, 1 instructor's computer with projector & screen
1401 Computer lab	Capacity of 31, 30 PC computers, 1 instructor's computer with projector & screen

All classrooms have presenter computer with projection, Internet connection and Microsoft Office.

#### **Rules and Regulations for Using SCC Computer Labs**

- No food or beverages are permitted in or near the computer labs and equipment.
- Minimum 4 hour rental period is required for all rentals of computer labs.
- No children under the age of 16 are allowed to use the SCC equipment.
- SCC technician or faculty must be present during the rental period and charges will be billed to the Rental or College Client.
- Rental and College clients must return the SCC facility to its original condition – removing trash, signage, debris and making sure furniture and equipment are returned to the original order.
- SCC reserves the right to refuse bookings based on past rental experience with a client.
- Please review the [Rental Rules](#) for additional rules and information.
- Computer Lab Facility Rentals at Shoreline Community College will require a Certificate of Insurance, naming Shoreline Community College as additional insured for no less than \$1,000,000.

## **Facility Rental Pricing Information**

### **Rental Rates:**

Rental rates and fees associated with using campus facilities at Shoreline Community College are outlined on the [facility rental fee schedule](#) linked to the SCC website or from the Facility Rental office. Please call 206-546-5863 for the current SCC Fee Schedule. All pricing is subject to change.

### **I. Business, For-Profit and Outside Organizations**

Businesses, for-profit organizations and any User not eligible for a discount/non-profit rate will pay the regular fees assessed by Shoreline Community College for use of college facilities. Rental rates and fees associated with using campus facilities at the College are outlined on the [Facility Rental Fee Schedule](#) linked to the SCC website or by calling the SCC Facility Rental office at (206) 546-5863. All pricing is subject to change.

### **II. Non-Profit and Discounted Rental Rates**

Non-Profit organizations will be charged a rental rate assessed at 25% below the regular room rental rate or as indicated on the pricing sheet(s). Proof of non-profit 501(c) 3 status, non-profit status and prior Shoreline Community College administrative approval is also required.

Alumni and some other approved groups will be charged a rental rate assessed at 25% below the regular room rental rate or as indicated on the pricing sheet(s), or similar price in that range.

Other County and State Government entities will be charged a rental rate assessed at 50% below the regular room rental rate or as indicated on the pricing sheet(s). Proof of non-profit 501(c) 3 status, non-profit status and prior Shoreline Community College administrative approval is also required.

This assessed discount applies to the pricing for the PUB 9000 Building, theater, conference rooms and classrooms. Gymnasium rentals and other athletic rooms/fields do not have a non-profit rate, but other discounts may apply based on the duration of the rental agreement and length of event scheduled. Pricing for classrooms and the college theater include a separate non-profit rate as indicated on the rental sheet. Discounts are not applied to personnel, facility set up, media requests, catering, parking, and other related additional charges.

### **III. Exempted Organizations and Groups**

In accordance with Shoreline Community College campus policies, College sponsored activities and College-related student/staff/faculty activities are exempted from paying the rental fee requirements. State government agencies will also be exempt from paying room rental fees.

This assessed discount applies to the pricing for the PUB 9000 Building, theater, conference rooms and classrooms. Gymnasium rentals and other athletic rooms/fields do not have a non-profit rate, but other discounts may apply based on the duration of the rental agreement and length of event scheduled. Pricing for classrooms and the college theater include a separate non-profit rate as indicated on the rental sheet. Discounts are not applied to personnel, facility set up, media requests, catering, parking, and other related additional charges. Please refer to "[Reservation Requirements](#)" in this document to determine if your group or organization is

exempt from paying rental fees at Shoreline Community College. Contact the Facility Rentals Program Coordinator at (206) 546-5863.

## **Current Rate Sheet:**

The current rate sheet is available on the Facility Rentals page on the Shoreline community College website: [Fee Schedule](#).

## **Minimum Hourly Rentals for Outside Rentals**

### **Rooms with a 2 Hour Minimum Rental**

Conference rooms, classrooms, lecture halls, Quiet Dining room, and gymnasium reservations for athletic activities

### **Rooms with a 4 Hour Minimum Rental**

Main Dining room, #1600 theater, computer labs and gymnasium reservations for large non-athletic events and activities

NOTE: Minimum rental time include set up and clean up time. Personnel time for media and theater technicians, computer lab technicians, and some monitoring tasks may be scheduled outside of the rental time period as they may need additional preparation and clean up time.

## **Additional Fees and Charges**

### **Main Campus Personnel Charges\***

Media / A/V Technician	\$72.00	For 4 hour minimum; \$18 hour
Smart Classroom Technician	\$72.00	For 4 hour minimum; \$18 hour
Theater Technician	\$100.00	For 4 hour minimum; \$25 hour
Event Manager/Building Monitor	\$60.00	For 2 hour minimum; \$15 hour
Computer Lab Technician	\$100.00	For 4 hour minimum; \$25 hour

### **Additional Security\***

Additional SCC Security	\$25.00-\$40.00 /hour	4 hour minimum required
King County Officers	\$55.00-\$65.00 /hour	4 hour minimum required.
King county vehicle:	\$8.00 /hour.	

### **Main Campus Equipment Charges – Assessed per day of Rental**

Overhead projector	\$20.00
Slide projector	\$20.00
6X6 screen	\$20.00
9X12 screen (2 staff/1 hr. set up)	\$50.00
TV/VCR/DVD	\$50.00
Student Govt. sound system	\$90.00 (Student Program approval)

Microphones (each)	Varies \$25.00-\$50.00 per mic
LCD cart (LCD/VCR/DVD/COMPUTER)	\$75.00
Portable sound system	\$50.00
Sound Technician required @ 15.00 /hour This system belongs to Facility Rentals, who has first priority over use. Last minute rental has priority.	
Anchor Liberty Sound System	\$50.00
1 amplifier, 2 speakers, 2 hand held wireless mics, 2 lapel wireless mics & CD player.	
Piano usage fee/Music Building (covers maintenance)	\$ 30.00
Piano usage in other buildings	\$100.00 (minimum charge)
Piano tuning fee upon request	\$120.00
Computer Labs – including Technician	\$500.00 (for 4 hours)
Non-Profit rates may apply - \$100.00 per hour	\$125.00 (Additional hourly rate)
No distinction between lab sizes.	
Podium	No charge

### **SMART Classrooms**

Rental of SMART classrooms require a media technician to operate the equipment for all community and student rentals. College sponsored events may require a media technician to operate the equipment if the SCC faculty or staff person is not trained on the equipment. Equipment may vary in each campus facility. Please contact the SCC Media Services personnel located in the Library on the Main Campus or call the department at (206) 546-4529, or email to: [media@shoreline.edu](mailto:media@shoreline.edu).

An approved SCC Media technician will be required to operate the media equipment during the rental period for community and student events. Should staff or faculty not know how to use the SMART equipment, additional charges for hiring an SCC media technician may apply. Fees are not included in the rates assessed for SMART classrooms. Technical support charges are \$18.00 per hour for a minimum time period of four (4) hours.

Assessed per day of rental usage:

**Level I Smart Classroom (Use of equipment)** Add \$90.00 to regular room rental fee

Technician required @ \$18.00 per hour – 4 hour minimum

*Equipment provided: LCD projector, Dell PC, Audio amp*

*Wireless Keyboard, DVD-VCR, CD)*

**Level II Smart Classroom (Use of equipment)** Add \$125.00 to regular room rental fee

Technician required @ \$15.00 per hour – 4 hour minimum

*Equipment provided: LCD projector, MPC PC, Audio amp*

*Wireless Keyboard, DVD-VCR, CD, document camera.*

*\*Personnel fees are subject to change.*

## Alcohol policy for Shoreline Community College

Alcoholic beverages will be allowed only with prior approval of the Vice President of Administrative Services as long as all Washington State (WAC 132G-124-020) and College Procedures (Policy 5325) are followed. Alcohol may be served only to persons over the age of 21 under the terms and conditions consistent with the applicable laws of the State of Washington with the inclusion of the following rules:

- A Washington State Liquor Permit (Banquet permit or Special Occasion License) is required for all events where alcohol will be served.
- The College must receive a completed Application to Serve Alcoholic Beverages on Campus & Apply for Liquor Permit from the Client at least 3 weeks prior to the event. Approval by the Vice President of Administrative Services is required on this form in order to apply for and obtain a liquor permit from the Washington State Liquor Control Board.
- Alcoholic beverage service needs to be coordinated with Lancer, Campus Food Service contractor and the SCC Facility Rental office.
- If a waiver is given by Lancer management for alcohol or catering services, the approval waiver must be in writing and a copy given to the SCC Facility Rentals Coordinator at least 3 weeks prior to the event.
- The Rental Client will take responsibility for and hold SCC and/or Lancer, Campus Food Service contractor harmless from ALL liabilities arising from the serving and consumption of alcoholic beverages.
- The Rental Client must provide proof of a secured liquor permit to the SCC Facility Rentals Coordinator prior to the event and the permit must be posted at the event in full view at the event or meeting.
- All personnel hired or not, who will be serving alcohol MUST have a valid Washington State Pouring License.
- Kegs are not allowed.
- No one under the age of 21 years will be in attendance at the event where alcohol is served on the campuses of Shoreline Community College. Some exclusions may apply if minor children are sequestered and supervised in another room/facility on campus. Check with the SCC Facility Rental office to ensure you are in compliance.
- SCC students and student clubs and organizations are prohibited from serving alcohol at campus events and activities.
- If the Applicant is faculty or staff employed by the college, or of the event is college sponsored, this Application form must also include a signature from Faculty or Department Representative.
- Continuing Education classes requiring alcohol to be served also require an SCC Application form to be completed before the banquet or special events permit is obtained from the WA State Liquor Control Board.
- Additional SCC security and/or King County Officers may be required for events that serve alcohol on campus. Additional personnel costs will be charged to the client. One or more off-duty officers must be hired to patrol and monitor the event. The number will be determined by King County Police Officers Guild and/or SCC Security Department. Additional officers (King County or campus security) will be hired at the Client's expense.

for a minimum of four hours. Proof of retaining the services of off-duty officers is required to be presented to the Facility Rentals Office by ten (10) business days prior to the event, either through SCC Security Office or the Rental Client. If the expected number of guests exceeds 200, two or more officers must be hired.

*In order to serve alcohol on campus the Applicant MUST have the following items in place before the event start date:*

1. *Completed Shoreline Community College Authorization to Serve Alcoholic Beverages on Campus form;*
2. *Approval signature(s) from the SCC Executive Director of Budget & Capital Projects, SCC Facility Rental Representative, SCC Faculty/Department Representative (if event is college sponsored), and /or Lancer, SCC Food Services Contractor Representative;*
3. *Banquet or Special Events permit to serve alcohol obtained from the Washington State Liquor Control Board;*
4. *Room reservation confirmation, including reservation number and documentation, and /or a signed SCC Facility Rental agreement.*

### **Procedures for Obtaining the Banquet Permit or Special Occasion License**

Before applying for a banquet permit or a special occasion license from the Washington State Liquor Control Board, an Authorization Form must be completed by the applicant and approved by the Shoreline Community College SCC Executive Director of Budget & Capital Projects. The Authorization Form can be obtained in this packet or from the Facility Rentals Office.

#### **Procedure:**

1. Applicant fills out the Authorization to Serve Alcoholic Beverages on Campus & Apply for Liquor Permit form at least 4 weeks prior to the event date.
2. If approval is granted and the application is signed by the SCC representative(s), the applicant is given a copy of the completed application and is permitted to apply for a liquor permit from the Washington State Liquor Control Board. Copies will be given to Lancer, SCC Food Services Contractor management and SCC Facility Rentals Office.
3. Applicant will fill out the paperwork to obtain a Special Occasion License or Banquet Permit from the Washington State Liquor Control Board. The details for both permits are on the next page of this packet.
4. The Food Services Manager from Lancer will be able to assist the applicant with this process. Submit your application to the State Liquor Control Board at least 4 weeks prior to the event. Lancer personnel will not purchase the liquor, but will provide serving services for the alcoholic beverages at the event. Lancer management can be reached at (206) 546-6918.
5. Once the applicant has received the Special Occasion License or Banquet Permit from the Washington State Liquor Control Board, a copy of the liquor permit will be given to the Office of the SCC Vice President of Administrative Services, Facility Rentals Office, and to a representative from Lancer, Campus Food Services. Purchase alcohol for the event at the nearest Washington State liquor store.
6. Post the applicable permit at the event in a conspicuous place.

*There are two types of alcohol permits available from the Washington State Liquor Control Board:*

#### *A. Banquet Permit*

A Banquet Permit allows the service and consumption of liquor at a private, invitation-only banquet or gathering held in a public place or business. Applications are available at state and contract liquor stores. Examples include weddings, company banquets, retirement parties, or club, organization or church events. The Banquet Permit, issued by the Washington State Liquor Control Board, is subject to the provisions and conditions outlined on the permit and may be revoked if the provisions and conditions are not met. Failure to comply with the provisions and conditions could subject the licensee to fines and prosecution. The licensee is responsible for obtaining current banquet permit requirements from the [Washington State Liquor Control Board](#). At the time of printing, current requirements of the banquet permit are as follows:

- *Banquet permits are ordered **online** at the [Washington State Liquor Control Board](#) website.*
- *Banquet permits cost \$10 per day for your event, so, a three day events costs \$30. Note that you will need an email address and a credit or debit card to complete this transaction. If you do not find the email with attachment in your inbox, please check your "junk" or "spam" folders before contacting LCB Licensing Customer Service Desk for support.*
- *All banquet permit sales are final and no refunds will be issued*
- *Banquet permits are available to for-profit businesses, societies, organizations, and individuals*
- *Retail liquor licensees may not obtain banquet permits*
- *Attendance must be by invitation only . Attendance must be limited to members of the host organization or invited guests. No admission may be granted to the general public.*
- *If the event is opened to the public, the banquet permit will be rescinded.*
- *Ticket sales, advertising or notices directed to the general public are prohibited.*
- *Liquor may not be sold by the individual drink for cash, scrip, tickets, or any other means. "Event package deals" are allowed that, for example, include the cost of admission charge and liquor, or the cost of dinner, liquor and entertainment. Tickets exchangeable for drinks may be issued as part of the package price. No profit may be made from the packaged deals*
- *Liquor must be free of charge, or brought by individuals attending the event. No separate or additional charge may be made for liquor, and donations cannot be accepted*
- *The event cannot be for business promotions*
- *The service and consumption of alcoholic beverages will be confined to the specific rooms(s) or area(s) identified on the banquet permit*
- *Liquor may not be served to, possessed or consumed by anyone who appears intoxicated or who is under 21 years of age*
- *Liquor must be purchased from a retail store at full retail price*
- *Rental facilities or halls may require a banquet permit. You must obtain any required permits from your local authorities when you host an event in a public place.*
- *When you purchase your banquet permit online, an email copy of it is sent to your local liquor enforcement office. Officers can visit gatherings, so it is important that you sign and post a copy of your permit at the location where you will be serving the alcohol at your event.*
- *A banquet permit is not required when **all** of the following apply:*
  1. *The event is hosted by an individual, not an organization or business entity*
  2. *Guests are not charged for admission or anything provided at the function (e.g. ice, setup, food, hors d'oeuvres, etc.).*
  3. *"Charge" includes donations, dues, fees, or otherwise*

4. The event would normally be held in the individual's private home, but is so large that a separate facility is needed to accommodate it
5. The facility where the event is held is closed to the general public during the event and does not have a liquor license
6. There is no business purpose for the event or any financial gain

*Submit the Washington State Authorization to apply for a Banquet Permit to Serve Alcoholic Beverages form at least four (4) weeks before the event to allow sufficient time to obtain the appropriate approval signatures for the permits and authorization forms. For questions, contact your local **liquor enforcement officer** or call the Licensing Customer Service desk at (360) 664-1600 (select option 1).*

### **B. Special Occasion License**

A special occasion license allows a bona fide nonprofit organization to sell liquor at a specific time, date and place. Examples of events include fundraising dinners, gala events, auctions, and wine tastings. The Special Occasion License, issued by the Washington State Liquor Control Board at any state liquor store, is subject to the provisions and conditions outlined on the permit and may be revoked if the provisions and conditions are not met. Failure to comply with the provisions and conditions could subject the licensee to fines and prosecution. The licensee is responsible for obtaining current Special Occasion License requirements from the Washington State Liquor Control Board or the liquor store.

At the time of publication, current requirements of the special occasion license are as follows:

- *Cost: \$60 per day, per location*
- *Applications available online or at state and contract liquor stores*
- *Available to bona fide nonprofit organizations*
- *Allows sales of spirits, beer and wine by individual serving for on-premises consumption*
- *The local authority (i.e. mayor or county executive) will be notified of your application and have the opportunity to weigh in on the application*
- *Organizations are limited to 12 single-day events per calendar year*
- *Special occasion licensees may not advertise or sell alcohol below cost*
- *Spirits must be purchased at retail from a state or contract liquor store. Beer or wine may be purchased wholesale or retail.*
- *The Special Occasion License must be in the hands of the applicant before liquor can be purchased for resale or sold.*
- *The alcoholic beverages must be purchased from a state liquor store or agency, retailer or a distributor.*
- *Advertisement or sale of alcoholic beverages below cost is prohibited. Awards or gifts of liquor are prohibited.*
- *All proceeds from the sale of liquor must go directly back to the not-for-profit organization.*
- *The Special Occasion License must be posted in a conspicuous place on the premises for the duration of the event.*



- *Liquor must be purchased at retail, and must be consumed between the hours of 6:00 A.M. and 2:00 A.M.*
- *Sale, service, and consumption of spirits, beer and wine are to be confined to room(s) or area(s) specified on the Special Occasion License.*
- *Liquor may not be served to, possessed or consumed by anyone who appears intoxicated or who is under 21 years of age.*
- *No unopened containers may be sold or served.*

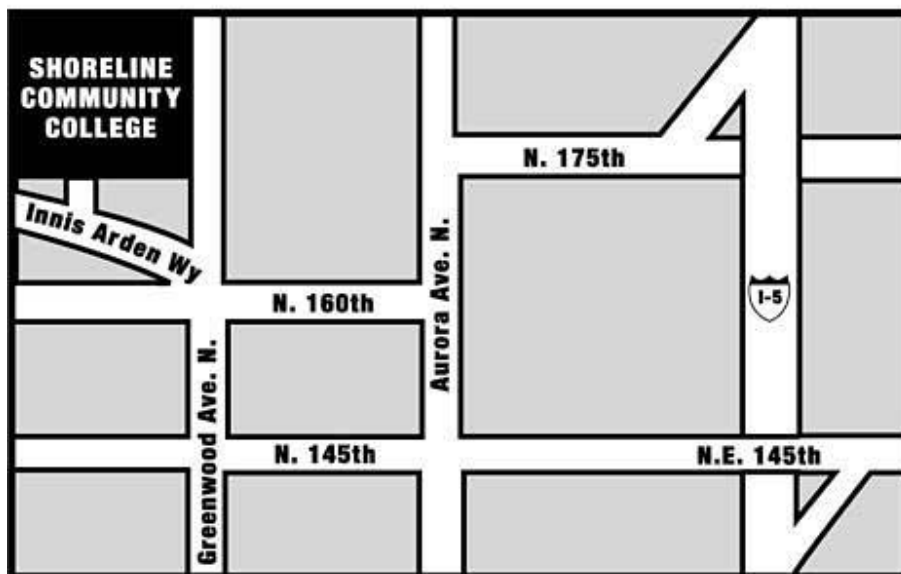
For the Special Occasion License, applicant must submit the application to the Washington State Liquor Control Board at least 4 weeks before the event. Submit your application and fee 45 days before the event to:

Washington State Liquor Control Board  
Licensing and Regulation Division  
P.O. Box 43085  
Olympia, WA 98504-3085

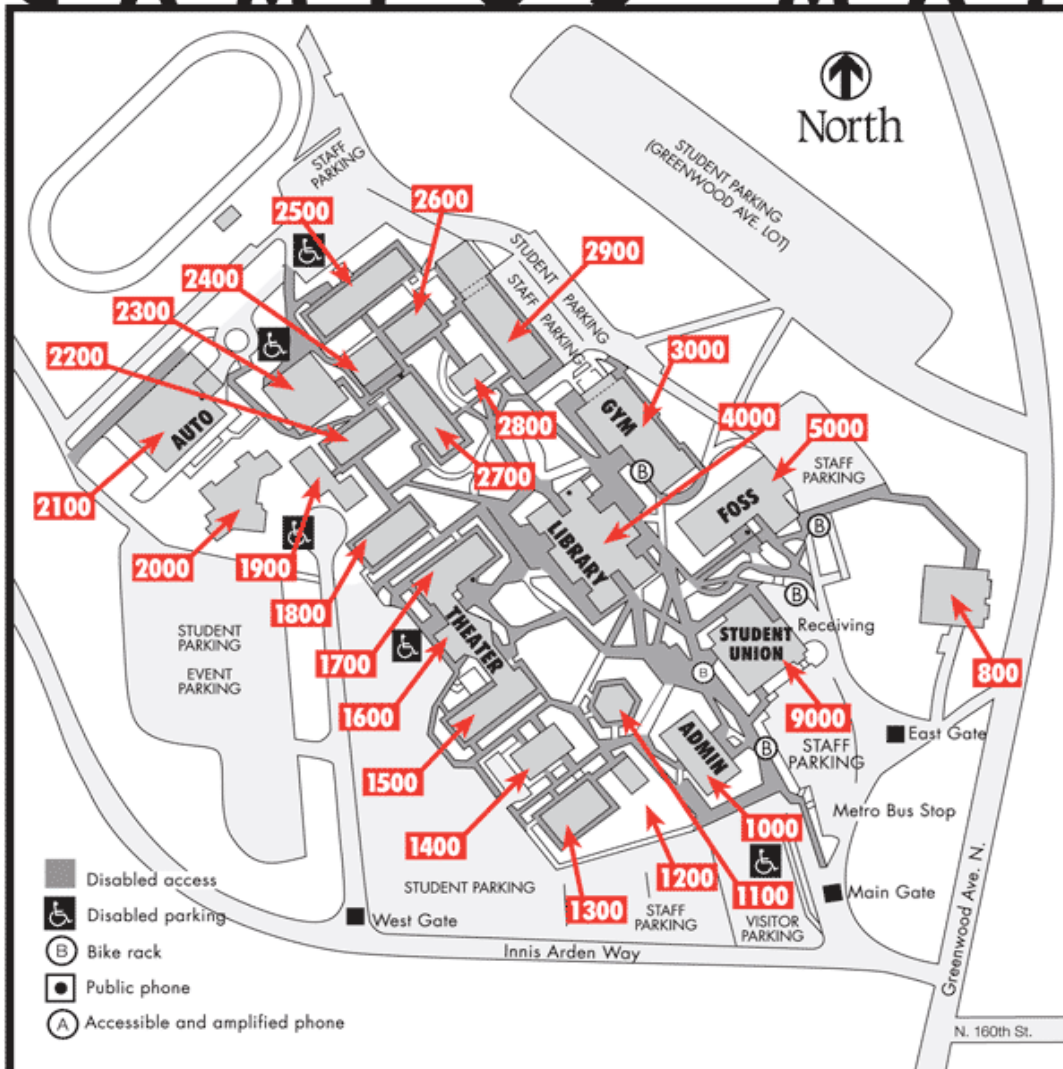
The Board will send a notice of the application to the city or county authority where the event will be held. The city or county authority has 20 days to respond with an approval or objection to the application.

For more information: <http://www.liq.wa.gov/enforcement/special-occasion-license-faq>

## MAPS & DIRECTIONS TO SHORELINE COMMUNITY COLLEGE



# CAMPUS MAP



Information Desk . . . . .1000, 5000  
Administration . . . . .1000  
Admissions and Records . . . . .5000  
Advising and Counseling . . . . .5000  
Automotive Training Center . . . . .2100  
Biology Lab . . . . .2600  
Biotechnology Lab . . . . .2930  
Bookstore . . . . .9114  
Business/Computer Labs . . . . .1300  
Business Office, Budgeting . . . . .1200  
Cafeteria/Esspresso/Dining . . . . .9000  
Cashier . . . . .5000  
Chemistry Lab . . . . .2700  
Community Involvement Prog . . . . .5000  
Continuing Education .Lake Forest Park  
Cosmetology/  
SCC Salon 928 N 160th ST Shoreline  
Counseling Center . . . . .5000  
Dental Hygiene Clinic . . . . .2500  
Educational Opportunity Prog . . . . .5000  
Employment Services . . . . .5000  
Engineering . . . . .2517

English Lab . . . . .1500  
ESL/GED Tech Center . . . . .1700  
Financial Aid . . . . .5000  
FOSS Building . . . . .5000  
Foundation . . . . .1000  
Geology Lab . . . . .2920  
Gymnasium . . . . .3000  
Health Occupations Division . . . . .2300  
Human Resources . . . . .1000  
Humanities Division . . . . .5000  
Business/Intra-American Studies/  
Social Sciences Division . . . . .5300  
Lecture Halls . . . . .1100, 2308, 2925  
Library, Media & Tech. Center . . . . .4000  
Machine Shop . . . . .2500  
Math Learning Center . . . . .2200  
Metal Fabrication Lab . . . . .2900  
Multicultural Center . . . . .9302  
Music Building . . . . .800  
Nursing . . . . .2300  
Oceanography Lab . . . . .2903  
Parent-Child Center . . . . .1900

Personnel Office . . . . .1000  
Physical Education Division . . . . .3000  
Physics Lab . . . . .2924  
Plant Operations . . . . .5000  
President of the College . . . . .1000  
Puget Sound Auto Dealers Assn . . . . .2100  
Purchasing . . . . .1200  
Registration . . . . .5000  
Science Division . . . . .2800  
Safety and Security . . . . .5102  
Student Leadership Center . . . . .9301  
Student Lounge . . . . .9200  
Theater . . . . .1600  
Transcripts/Records . . . . .5000  
TTY . . . . .5000  
VP for Academic Affairs . . . . .1000  
VP for Administrative Services . . . . .1000  
VP for HR & Legal Affairs . . . . .1000  
VP for Student Success . . . . .5000  
Visual Communication Tech . . . . .2000  
Women's Center . . . . .9302  
Writing and Learning Studio . . . . .1500

EMERGENCY . . . . .DIAL 4499

**Shoreline Community College Security 24 hours/day: 206-235-5860**

## Driving Directions to the Main campus of Shoreline Community College

### **FROM SEATTLE (South)**

- I-5 North to 145th Street (Take Exit 175)
- Turn left over the freeway on 145th Street
- Continue along 145th Street to Aurora Avenue (Hwy 99)
- Turn right onto Aurora Avenue
- Continue north Aurora Avenue to 160th Street
- Turn left at 160th Street
- Continue on 160th Street through one stop light (Dayton Avenue) to Stop Sign at Greenwood Avenue North
- Turn right onto Greenwood Avenue North then a quick angle to left onto Innis Arden Way
- Entrance to campus about 50 feet on the right side

### **FROM EVERETT (North)**

- I-5 South to 175th Street (Take Exit 176)
- Turn right onto 175th Street
- Continue on 175th Street to Aurora Avenue (Hwy 99)
- Turn left onto Aurora Avenue
- At 160th turn right
- Continue on 160th Street through one stop light (Dayton Avenue) to Stop Sign at Greenwood Avenue North
- Turn right onto Greenwood Avenue North then a quick angle to left onto Innis Arden Way
- Entrance to campus about 50 feet on the right side

### **FROM BELLEVUE / KIRKLAND (East)**

- Take either I-90 or Highway 520 across Lake Washington
- Go North on I-5 to 145th Street (Take Exit 175)
- Turn left over the freeway on 145th Street
- Continue along 145th Street to Aurora Avenue (Hwy 99)
- Turn right onto Aurora Avenue
- Continue north Aurora Avenue to 160th Street
- Turn left at 160th Street
- Continue on 160th Street through one stop light (Dayton Avenue) to Stop Sign at Greenwood Avenue North
- Turn right onto Greenwood Avenue North then a quick angle to left onto Innis Arden Way
- Entrance to campus about 50 feet on the right side

### ***PLANNING YOUR TRIP VIA PUBLIC TRANSPORTATION?***

Shoreline Community College is served directly by King County METRO Transit with stops right at the front walk of the campus. This service runs throughout the day approximately every half hour. The routes serving the campus are: **Route 330**, **Route 331**, **Route 345**, **Route 355** and **Route 5**.

To plan your trip, please click on the link <http://transit.metrokc.gov>

You will be taken to the METRO Transit web site. It's easy!