

Media Equipment Requirements

For Rental & College Sponsored Events on Campus

Shoreline Community College is an educational institution provided and maintained by the people of the State of Washington. Its campus, buildings, properties and facilities shall be reserved on a first priority basis for those activities related to its broad educational mission. At other times the facilities shall be available to various organizations and individuals. The undersigned hereby makes application to Shoreline Community College District No. 7, hereby referred to as the "College", for use of college equipment, services, and facilities as described below. The undersigned states that he or she has the authority to make this application and will comply with the regulations of the College as stated in the *Shoreline Community College Rules and Regulations*, posted at: www.shoreline.edu/roomrentals. Price sheets are available at: <https://www.shoreline.edu/roomrentals/documents/Rental-Fees-September-2017.pdf>. Rental terms shall be determined by the latest established rental rates, plus as any equipment or service charges, and shall be payable in full in advance of the rental date to: Facility Rental Office, Shoreline Community College, 16101 Greenwood Avenue North, Shoreline WA 98133-5696

Event Details:

_____	_____	_____
Name of Event	Event Date	Location on Campus
_____	_____	_____
Name of Person in Charge of Event/Rental Coordinator	Email	Phone #

Type of Presentation/Performance (describe)		

_____	_____	_____
Name of Band/Choir/Performance contact	Email	Phone #

Band/Choir/Performers Information:

_____	_____	_____
# Vocalists	# Instruments (please list)	Guitars— Acoustic or Electric (please list)
_____	_____	_____
# Vocalists that need to be mic'd	# Instruments that need to be mic'd	Drum kit
_____	_____	Piano or Keyboard
_____	_____	_____
What equipment will you be bringing? (please list)	Cables & connectors used and/or needed?	
_____	_____	_____
Additional floor monitors? List #:	PowerPoint or computer presentation?	Wired or wireless internet access?
_____	_____	Special lighting?
_____	_____	_____
Is there anything else we should know?		

The College will supply as part of the rental: Projector and white screen, microphones (up to 4), wireless mics (up to 2), music stands, #9000, #1600 and #800 pianos (out of schedule tuning at the Renter's cost), overhead speakers, floor monitors (up to 4), cables and connectors for college equipment, podium and mic, portable speakers and stands, and mixing console upon request at least 10 days in advance of the event. Other equipment may be available at the Renter's cost from the College, upon request. A College Media Technician and/or Audio Technician will be required for all events on campus utilizing AV and other media equipment at a charge of \$20.00 or \$25.00 per hour. For complicated media presentations and performances, including live band and choral concerts, two College Technicians may be required.

THIS SECTION FOR COLLEGE USE ONLY

DATE: _____ **EVENT NAME:** _____ **RESERVATION #** _____

Media/Equipment Required from the College: _____ Rental: \$ _____