



16101 Greenwood Avenue N.  
Shoreline, WA 98133-5696  
206-546-5863

# Facility Use Agreement

## For College Department Sponsored Events

To be completed  
by SCC Dean or  
Department  
Representative.

Shoreline Community College (SCC) is a public educational institution provided and maintained by the people of the State of Washington. Campus facilities (buildings, classrooms, theaters, parking lots, etc.) shall be reserved on a priority basis for those activities related to SCC's 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. Seven for use of its facilities as described below. The undersigned states that they have the authority to make this application and will comply with regulations as stated in the **Shoreline Community College Rules and Regulations: [www.shoreline.edu/roomrentals](http://www.shoreline.edu/roomrentals)**. Assessed fees and terms for rental or use of SCC facilities, media, equipment, and staff are determined by current rental rates and payable in full (5) business days prior to the event date. For more information contact **Suzanne Gugger at [sgugger@shoreline.edu](mailto:sgugger@shoreline.edu) or 206-546-5863**.

The health and well-being of our campus community is our highest priority. As the CoVid-19 public health and safety guidelines continue to develop, SCC will provide regular updates to keep guests informed. These policies are subject to change without notice. Please review the SCC current policies for faculty, staff, students, and guests at <https://www.shoreline.edu/covid-19/default.aspx>.

Name of Partnering Organization	Partnering Organization Contact	Email	
SCC Contact Name (Co-Sponsoring Event)	SCC Department	Email	Phone
Event Description (e.g. PTA meeting, fundraiser, musical, etc.)	No. of Attendees	Open to Public? Y/N	
Describe how this event supports or promotes your program/department.			
Facilities Requested	Admission or Other Fee	Merchandise for sale? Y/N	
Please list SCC faculty, coaches, personnel, athletes (team), students, or other college related persons attending this event (N/A if not applicable)			
Name of SCC staff contact in charge during event	Phone	Email	
Name of organization contact in charge during event	Phone	Email	
Describe event catering and/or concessions being offered	Food Service Vendor (if applicable)	Alcohol served? Y/N	SCC approval received? Y/N
Describe the audio, visual, media equipment, PA system, and technical assistance requirements for the event.			
<b>NOTE:</b> Please allow a minimum of (10) business days notice for change requests related to SCC media equipment rentals/use. <b>There is an additional charge for media technicians to assist with operation of SCC media equipment.</b> Some events may require two or more media technicians.			
<b>PARKING &amp; SECURITY:</b> Parking is prioritized for faculty, staff, and students during the day when classes are in session until 4:00 pm. Guest parking must be purchased in advance for \$1.50/day for each vehicle. SCC may determine the event requires campus security or King County Police officers. You will be charged for hours worked. <b>SCC SECURITY AND KING COUNTY POLICE OFFICERS MUST BE PRESENT FOR EVENTS WHERE ALCOHOL IS SERVED.</b>			
Please submit a <b>Facilities Setup Form</b> with configuration to Campus Facilities (10) days prior to the event. Include requests for specific room setup, additional tables, chairs, staging, podium, media banner, sandwich boards, etc. that are needed. Send to <a href="mailto:SCCFacilities@shoreline.edu">SCCFacilities@shoreline.edu</a> or call <b>206-546-4661</b> .			
To reserve a room on SCC campus please fill out the SCC <b>Room Request Form</b> at <a href="https://intranet.shoreline.edu/roomrequest">https://intranet.shoreline.edu/roomrequest</a> . For assistance with room reservations, contact <b>Jenifer Aydelotte at <a href="mailto:jaydelotte@shoreline.edu">jaydelotte@shoreline.edu</a> or call 206-546-4719</b> .			

25Live Reservation #

Room(s) Reserved

Time(s) Reserved



16101 Greenwood Avenue N.  
Shoreline, WA 98133-5696  
206-546-5863

# Facility Use Agreement

## For College Department Sponsored Events

In order for an SCC department to host an event or activity on campus, the outside organization will need to sign a Facility Use Agreement and adhere to the following rules and regulations detailed in this Agreement. Hereafter in this document the outside organization will be referred to as "User" and Shoreline Community College will be referred to as "SCC". As the host of the co-sponsored event on campus, the SCC department representative shall agree to abide by and enforce these rules and regulations on behalf of Shoreline Community College.

WHEREAS, the User wishes to rent/use certain facilities belonging to Shoreline Community College; and

WHEREAS, SCC is willing to rent or allow access to the User of certain facilities provided the User agrees to indemnify SCC against any injuries, damages, or losses arising in connection with or resulting from the User's rental/use of SCC facilities;

NOW THEREFORE, in consideration of the mutual promises of the parties as set forth herein, the parties do hereby agree as follows:

1. SCC agrees to allow User to rent/use the facilities belonging to SCC as indicated in this Agreement. SCC will provide the User a reservation confirmation, invoice, and event management support. This Agreement also applies to events sponsored by an SCC department held off-campus at another location.
2. Room requests must be submitted (10) business days before the event date. Large events in the #3000 Gymnasium, #1600 Theater, and #9000 PUB facilities must be reserved (4) weeks prior to the event either directly through the SCC Room Scheduler or via the Student Leadership center and Student Club Advisor (if the event is a student club activity).
3. The SCC gymnasium, track, soccer field, and other related physical education/athletic facilities may only be rented/used with prior approval from the SCC Director of Athletics.
4. Use or rental of the #800 Music, #1000 Administration, #1500 Recording Studio, #1600 Theater, #2000 Visual Arts, #2100 Automotive, or #4107 Black Box Theater buildings require prior approval from the appropriate SCC building manager, staff technician, faculty member, or executive administrator.
5. The User agrees to indemnify SCC against all liability, loss, cost, damage, or expense sustained or suffered by SCC including attorney fees and other litigation expenses resulting from, or arising in connection with the rental/use of SCC facilities by the User and their members, employees, agents, guests, and licensees.
6. As a condition of the facility rental or usage, SCC may require proof of valid Commercial General Liability insurance from the outside organization in advance of the event with the minimum amount of \$1,000,000 in coverage and naming SCC as additional insured party. This will be required even if an outside organization is involved with an SCC sponsored and organized event.
7. Parking is free after 4:00 pm on weekends and holidays, and during some weeks when SCC classes are on break between academic quarters. Parking permits for the main campus and Greenwood Lot are required for events scheduled during the days when SCC classes are in session, before 4:00 pm. Parking is available on a first-come, first-served basis on campus lots in legally marked spaces. Permits can be purchased at parking lot kiosks located throughout the campus. Permits can also be purchased at a reduced price in advance for visitors and rental groups upon request. Please review the SCC parking rules and regulations outlined at <http://new.shoreline.edu/safetyandsecurity/parking.aspx>.
8. The User will be responsible for facilities cleanup and removal of all decorations, garbage, debris, and materials after the event. The User agrees to leave the premises in proper order. The User hereby acknowledges they are liable for any residual mess or damages caused by their rental/use of the facilities. The User agrees to pay SCC for cleanup required and/or repairs for damages incurred.
9. The User and SCC departments in charge of any fundraising event will notify SCC as to whether they plan to sell merchandise at the event. Selling of such merchandise must comply with SCC policy. SCC retains the right to collect a percentage of these sales.
10. Permission to use the SCC logo and name must be approved in advance by the SCC Communications & Marketing office, including, but not limited to publication on websites, social media, print materials, apparel, and novelty items.
11. Shoreline Community College is committed to nondiscrimination, diversity, and inclusion. SCC is committed to providing access and reasonable accommodation in its services, programs, and activities for individuals with disabilities. To request disability accommodation, contact SCC (10) business days prior to the event. Additional costs may apply for certain accommodations. **Email: [SSD@shoreline.edu](mailto:SSD@shoreline.edu) or call 206-546-4545, TTY 206-546-5109.**
12. Change requests to the event setup, media equipment, room configurations, etc., must be made (10) business days prior to the event date. This allows SCC departments and teams time to review, approve, and schedule the work. At the discretion of the Theater Manager, additional personnel may be required for complex lighting and stage setup requests. Additional fees are charged to use SCC media including audio-visual, technical theater and lighting equipment, props, etc.

**NOTE:** If the services of the King County Officers Guild, SCC Security Office, Facilities, Media Technicians, Music and Theater Supervisors/Technicians, Building Monitors, or other SCC personnel are needed during the time of the event, the User hereby agrees to pay SCC for all costs incurred.



16101 Greenwood Avenue N.  
Shoreline, WA 98133-5696  
206-546-5863

# Facility Use Agreement

## For College Department Sponsored Events

13. SCC issues an invoice to User for facilities use and services outlined in this Agreement upon receipt of executed contract. Exceptions may apply if SCC and User agree rental/use fees shall be a percentage of event sales or box office ticket sales (theater). If fees are assessed as a percentage of sales, SCC invoices and collects fees from User (2) business days following the event. User shall provide accompanying reconciled sales records to SCC. The percentage of sales or box office ticket sales is established before this Agreement is signed and includes a minimum rental fee equal to or more than the base facility rental fee.
14. The SCC Facility Rental Office retains 15% of fundraiser event income for administrative support, including college personnel or equipment rental charges as outlined above in this Facility Use Agreement. This fee is based on time required for the SCC administrative staff to coordinate the fundraising event. This may include SCC staff hosts, coaches, security, administration, switchboard operators, public information office, facilities, and outside entities involved with the event such as King County Officers Guild, City of Shoreline, and the Washington State Liquor Control Board.
15. Food and beverages may not be consumed in areas prohibited by SCC, including but not limited to classrooms, theaters, the gym, computer labs, conference rooms, study lounges, music building labs, and band rooms. Exceptions are at the discretion of the SCC Director of Facilities Theater Manager (#1600) Building Manager (#800) and/or the Vice President of Business & Administrative Services.
16. Alcohol beverage service must be offered in compliance with the Washington State Liquor Control Board and Shoreline Community College policy. A permit and/or special occasion liquor license application must be completed, approved, and signed by SCC and the User prior to the event. Failure to obtain this permit or license will result in the cancellation of alcoholic beverage service at the event. The User must provide SCC with an **SCC Authorization to Serve Alcoholic Beverages on Campus** form and proof that they are in compliance with all Washington State Liquor Control Board requirements to serve alcohol at an event on state property, including hiring Washington State licensed beverage servers. This application must be received by the Facility Rental Office at SCC a minimum of (3) weeks prior to the event date.
17. Conditions of this Agreement shall become effective upon signing and execution of this contract by both parties. This Facility Use Agreement shall not be modified or amended unless mutually agreed upon by both parties. Any attachments included by SCC pertaining to special consideration for use of facilities are considered part of this Agreement and binding to the User.

I have read, understand, and agree to abide by Shoreline Community College policies and regulations relating to facility rentals as outlined in the SCC Facility Guidelines and Procedures posted on the campus website at <http://new.shoreline.edu/roomrentals/default.aspx>.

Signature of Organization/Requestor:

Date:

**A copy of this Agreement must accompany person in charge during the event.**

### THIS SECTION FOR SHORELINE COMMUNITY COLLEGE DEPARTMENT USE ONLY

RESERVATION NUMBER

INVOICE NUMBER

Signature of SCC Facilities Approver

Signature of SCC Security Approver

Signature of SCC Dean or Athletic Director

Date Signed

Bob Williamson - Vice President  
Business & Administrative Services

Date Signed

Rental Fees

Parking Fees

Other Fees

Total Event Fees

**Shoreline Community College 24-Hour Campus Security: 206-235-5860**