



**FACILITY RENTALS**  
 16101 Greenwood Avenue N.  
 Shoreline, WA 98133-5696  
 (206)546-5863 Fax: (206)546-9730

# Facilities Rental Contract

## For Film & Recording Projects on Campus

To be filled out  
by Outside  
Organization

Shoreline Community College is an educational institution provided and maintained by the people of the State of Washington. Its campus, buildings, properties and facilities shall be reserved on a first priority basis for those activities related to its broad educational mission. At other times the facilities shall be available to various organizations and individuals. The undersigned hereby makes application to Shoreline Community College District No. 7, hereby referred to as the "College", for use of college facilities as described below. The undersigned states that he or she has the authority to make this application and will comply with the regulations of the College as stated in the *Shoreline Community College Rules and Regulations*, posted at: [www.shoreline.edu/roomrentals](http://www.shoreline.edu/roomrentals).

Rental terms shall be determined by the latest established rental rates, plus as any equipment or service charges, and shall be payable in full in advance of the rental date to:  
*Shoreline Community College*  
 Attn: Suzanne Gugger - Facility Rental Office, #1421  
 16101 Greenwood Avenue North, Shoreline WA 98133-5696

The Applicant may cancel scheduled use of SCC facilities 5 business days in advance and receive a refund, less 10% cancellation fee, set at a minimum of \$25.00. College contract personnel that need to be rescheduled or cancelled will require 5 business days notice. A three (3) hour minimum fee for such personnel will be charged if cancellation is less than five (5) days prior to the event.

Name of Organization and/or Production Company _____		Budget \$: _____	Insurance Certificate Will be required _____
Person arranging facility rental _____	(_____) Telephone _____	Contact Email: _____	
Billing address _____		City, State & Postal Code _____	
Shoreline CC supervisor (if applicable) _____	(_____) Telephone _____	Department or Event monitor _____	

\*Shoreline Community College Supervision and/or Security WILL be required for film shoots after 4 p.m. weekdays, weekends, and when a building is closed to the public. Additional charges will apply - approx. \$18.00–\$28.00/hour. The Humanities department can make arrangements for college film or music production students to volunteer for experience or be hired as the event monitor during the shoot.

# Vehicles: \_\_\_\_\_ Equipment used for the project: Please describe: \_\_\_\_\_

Are you serving food and beverages? \_\_\_\_\_ Note: Illegal drugs & marijuana are prohibited on campus.

**Shoreline Community College and its students, faculty, staff and outside guests will adhere to all current College Administration and Washington State CTC Board (Community and Technical Colleges) safety protocols and recommendations in the 2021 Washington State Governor's Covid-19 Reopening Plan for College campuses and film productions, and the King County mask directive as of 7/26/21. The Covid-19 Attestation checklist is attached to this contract and must be signed by the rental client and/or their designee on behalf of all guests. These policies are subject to change at any time without prior notice.**

PRODUCTION INFORMATION - (check one):

<input type="checkbox"/> Feature Film	<input type="checkbox"/> PSA or Commercial	<input type="checkbox"/> Short Film or Documentary
<input type="checkbox"/> TV Movie / programming	<input type="checkbox"/> Corporate Video	<input type="checkbox"/> Music Video
<input type="checkbox"/> Media content	<input type="checkbox"/> Still Photos	<input type="checkbox"/> Other: _____

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Event Time \_\_\_\_\_ to: \_\_\_\_\_

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**THIS SECTION FOR COLLEGE USE ONLY**

RESERVATION # _____	Rental: \$ _____
Facility/Room (s) Assigned: _____	Media/Equipment & Tech support: _____
Reservation taken by: _____	Parking: \$ _____
Dept. Sponsored: _____	Other: \$ _____
Security Assigned: _____	<b>Total: \$</b> _____
Signature: _____	Dated: _____
Shoreline Community College Administrator In Charge	<b>INVOICE #</b> _____

## Agreement to Indemnify

The following agreement is hereby entered into by and between the person, corporation, entity or Organization identified on the contract, hereinafter referred to as "Organization" or "Renter" and Shoreline Community College, hereinafter is referred to as the "College".

**WHEREAS, the Organization wishes to rent and/or utilize certain facilities belonging to Shoreline Community College; and WHEREAS, the College is willing to rent certain facilities to the Organization and/or permit the Organization to utilize certain facilities, provided the Organization agrees to indemnify the College against any injuries, damages or losses arising in connection with, or resulting from, the Organization's use of the College facilities.**

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

1. The College agrees to permit the Organization to utilize the facilities belonging to the College indicated on the reverse side of this agreement. These facilities may be utilized by the Organization during time periods specified on the schedule. The College will provide Renter a reservation confirmation and event management support.
2. The Organization agrees to indemnify the College against all liability, loss, cost, damage, or expense sustained or suffered by the College, including attorney's fees and other expenses of litigation resulting from, or arising in connection with, the negligent utilization of facilities of the College by the Organization's staff, faculty, students and/or guests. The Organization hereby and forever releases the College and its agents, employees or officers from all debts, claims, demands, and damages, actions and causes of action, whatsoever, which such Organization may now have, or may hereafter have, as a result of using the College facilities, unless caused by the College's negligence or willful misconduct.
3. The College will require proof of valid Commercial General Liability insurance, valued at \$1,000,000, with Shoreline Community College named as the additional insured, in advance of event.
4. Parking is available on a first-come, first serve basis on campus in legally marked spaces. Parking permits are required on weekdays before 4 p.m. and can be purchased at a reduced price in advance. <http://new.shoreline.edu/safetyandsecurity/parking.aspx>
5. The Organization recognizes that it has no license or right to utilize facilities belonging to the College other than the facilities indicated on page 1 of this document. The Organization agrees, however, that if members, employees, agents, guests, and licensees, of the Organization use campus facilities, the Organization's promises and obligations under this Agreement shall nonetheless be fully applicable, and the Organization will indemnify the College for losses, liabilities or damages resulting from such usage and be responsible for any additional expenses and rental fees incurred.
6. In accordance with WAC 1321-124-020 #2, weapons and fake weapons are not permitted on the college campus. Open flames, sparklers, pyrotechnics, nudity, smoke machines, offensive clothing or items, or costuming representing uninformed authority are strictly prohibited on campus, including adjacent wooded and parking areas within the College property.
7. Permission to use the College logo must be approved in advance of use by the Organization, including, but not limited to, publication on websites, social media, print materials, apparel, and novelty items.
8. **The Organization hereby acknowledges that it will be liable for any damages caused by its use of the facilities and agrees to pay the College for any damages incurred. The Organization will be responsible to leave the premises in proper order by cleaning up all decorations and debris and placing in the receptacles provided, including recyclables, garbage, boxes, and food. Additional cleaning fees or loss of any damage deposit may be assessed if the space is left in disarray.**
9. Additional fees will be charged to use College media equipment and personnel required to operate the AV equipment. If services of the media technicians, theater technicians, building monitors, King County Police Officers Guild, College security, Facilities, or any other College personnel, are required during the time of this agreement, the Organization hereby agrees to pay the College for all costs incurred. Additional hourly charges for facility rental fees and services provided by the College may be processed after the contract has been signed by the parties if the Organization: exceeds the agreed upon rental time, requires more staffing for supervision or technical support, or if damages are reported. A three (3) hour minimum fee for such personnel will be charged if cancellation is less than five (5) days prior to the event. Payment schedule: 50% of the rental fees upon signing of this contract followed by the balance paid in full five business days before the event date.
10. Food and beverages are permitted in approved locations designated by the college. All requests for serving refreshments, including light refreshments, catering and concession stands MUST be approved by College administration at least 2 weeks in advance of the event. Outside caterers must be licensed, and show proof of insurance and all county/state required permits. Alcohol service is permitted, but additional policies and procedures are in place. No access to kitchen facilities. Failure to obtain proper documentation will result in the cancellation of refreshment services at the event. Illegal drugs and marijuana are prohibited.
11. When filming inside a public building or outside on campus, please use signage to identify a film shoot is in progress. This will eliminate public confusion and the risk of a 911 call or security visit. If you film a student or other person, or if you pan over a room of students, you must either hide their face/identification or obtain written permission.
12. No use of any campus building roof, dumpster, mechanical or electrical equipment, and college vehicles. Private offices, #4107 Black Box, #1600 Theater, #3000 gymnasium, science labs, and other buildings may require additional approvals and fees for building supervision will apply.
13. Shoreline Community College is committed to nondiscrimination and to providing access and reasonable accommodation in its services, programs and activities for individuals with disabilities. To request an accommodation, contact the College 10 days in advance. Additional costs may apply for certain accommodations. [SSD@shoreline.edu](mailto:SSD@shoreline.edu) or call 206-546-4545, TTY 206-546-5109.
14. This Agreement shall become effective upon signing & execution of this contract by both parties and shall not be modified or amended except by written instrument by both parties hereto. Any attachments included by the College pertaining to special consideration for use of facilities are considered part of this Agreement and binding to the User.

**24 Hour SCC Security: (206) 235-5860**

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

Signature of Organization/Requestor: \_\_\_\_\_ Dated: \_\_\_\_\_

A Copy of this Contract must accompany Person in Charge during the event and be produced if requested.



# Facilities Rental Contract Covid-19 Attestation for Facility Usage on Campus

Shoreline Community College and its students, faculty, staff and outside guests will adhere to all current College Administration and Washington State CTC Board (Community and Technical Colleges) safety protocols and recommendations in the 2021 Washington State Governor’s Covid-19 Reopening Plan for College campuses and film productions, and the current King County Covid safety and mask directives. This Covid-19 Attestation checklist must be signed by the rental client and/or designee on behalf of all guests. These policies are subject to change at any time without prior notice. As of September 7th, 2021 Shoreline Community College is a vaccinated campus. For the latest updates go to: <https://www.shoreline.edu/covid-19/default.aspx>

**Please reply with “I agree” to each of these items and sign in the space noted:**

- All participants and guests will wear a mask at all times while indoors.  
*I agree:* \_\_\_\_\_
- If an elevator will be used, no more than 2 persons from different households will be in the elevator at any given time.  
*I agree:* \_\_\_\_\_
- If advance registration will be required, the registration form should advise participants of the COVID-19 safety guidelines to be followed during the event.  
*I agree:* \_\_\_\_\_
- Signs listing the safety guidelines should be posted in a visible location on-site at the event.  
*I agree:* \_\_\_\_\_
- The location on-campus (indoor and outdoor spaces) must be reserved through the campus 25LIVE room scheduling system and a reservation confirmation will be issued. This ensures that no two events will be co-located and so campus facilities/custodial staff can ensure proper set up/cleaning of the space before and after the event.  
*I agree:* \_\_\_\_\_
- The acceptable, approved locations on-campus include: outdoor locations, off-campus locations, or in the following buildings which have been equipped with proper air filtration filters: 1000, 1500, 1600, 1900, 2000, 2100, 2300, 2600, 2700, 2900, 2900 annex, 3000, 4000, 5000, 9000. Locations are subject to change and must be approved of in advance by the college Administration and booked in 25LIVE scheduling system with college personnel.  
*I agree:* \_\_\_\_\_

Name of Production Representative: \_\_\_\_\_

Name of Production Company: \_\_\_\_\_

Contact email: \_\_\_\_\_

Title of Project or Production: \_\_\_\_\_

Reservation dates: \_\_\_\_\_

Signed on this date: \_\_\_\_\_