

Facilities Rental Contract

To be filled out
by SCC Dean
or Department
Representative

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

For Use of College Facilities for Internal Athletics Fundraising Events on Campus

Shoreline Community College is an educational institution provided and maintained by the people of the State of Washington. 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 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. 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 Guggler - 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 a 10 percent cancellation fee, set at a minimum of \$25.00. SCC 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 or Applicant _____ Non-Profit 501c3# _____

Proposed Use _____ Attendance _____ Open to Public? _____ Insurance Certificate _____
Will be required

Describe the Fundraiser event: _____

Type of Facility Requested _____ Admission and/or other fee? _____ Merchandise for Sale? _____

Are you utilizing SCC staff, team players, coaches or other personnel? Describe duties and who will be present at the event _____

Catering and Concessions: Describe event menus and concessions. _____ Caterer, if known _____ Will alcohol be served? _____

Do you require Audio Visual/Media Equipment, PA system, Technical Assistance? _____ Additional tables and chairs, staging, podium? _____

***Note that there WILL be additional charges for using College media equipment including media technicians at \$15.00—\$25.00/hour. The College will not be able to accommodate media requests or changes within 7 days of event date.**

Do you require security or traffic support for your event? _____ The College may determine that your event does require SCC officers or King County police. You will be charged for the hours served. Security must be present for events serving alcohol and additional approvals are required. Parking is required during the day when classes are in sessions until 4 p.m. Guest parking can be purchased in advance for \$1.50/day/vehicle.

Shoreline Community College's students, employees, and visitors will adhere to college COVID-19 protocols: <https://www.shoreline.edu/covid-19/default.aspx>. Beginning April 2, 2022, masks on campus are voluntary. COVID-19 protocols are subject to change at any time without prior notice.

Person Arranging for Rental _____ (_____) _____ Telephone _____ Contact Email: _____

Company and Billing Address _____ City, State & Postal Code _____

Date(s) Reserved: _____	Time(s) Reserved: _____	Room(s) Reserved: _____
		Total Number of Hours Requested: <input type="text"/>

THIS SECTION FOR COLLEGE USE ONLY		
RESERVATION # _____		Rental: \$ _____
Facility/Room(s) Assigned: _____	Media/AV/Equipment _____	Parking: \$ _____
Reservation taken by: _____	Technical Support/Monitoring: _____	Other: \$ _____
	Custodial/Facility Set up: _____	Total: \$ _____
Signature: _____	Dated: _____	INVOICE # _____

SHORELINE COMMUNITY COLLEGE ADMINISTRATOR IN CHARGE

Dept. sponsored

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 "SCC" or "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 this agreement. These facilities may be utilized by the Organization during time periods specified on the schedule. 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 utilization of facilities of the College by the Organization. As a condition of the rental, the College will require proof of valid Commercial General Liability insurance in advance of event in the minimum amount of \$1,000,000. naming the College as additional insured.
3. Parking is available on a first-come, first serve basis throughout the campus in legally marked spaces. Parking permits for the main campus and Greenwood lot are required for day, evening, weekend and holidays. Permits can be purchased at parking lot kiosks located throughout the campus, or can be pre-purchased at a reduced price in advance for visitors and rental groups, upon request. Review the SCC parking rules and regulations at: <http://new.shoreline.edu/safetyandsecurity/parking.aspx>.
4. 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.
5. 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.
6. 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 clean up all debris, and materials after the event, and leave the premises in proper order.
7. Gymnasium, track and other related physical education/athletic facilities are only rented with prior approval of the Director of Athletics and Recreation/Wellness and/or Dean of HOPE, and SCC Facility Rental Office.
8. Rental requests submitted less than 1 week before the event 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 SCC Room Scheduler for College sponsored/student events.
9. Additional fees will be charged to use College media equipment, including media and theater technical support and monitoring during the entire event.
10. The College will not be able to accommodate set up and media requests, additions, or changes to a work order request within 7 days of event date. All requests for event staffing and specific room set up schematics must be given to the Facility Rental Office no later than ten days before the event date, so that the SCC Facilities and other College departments will have time to review, approve and schedule the work order.
11. If the services of the King County Officers Guild, College's Security Office, Facilities, Media Technicians, Music and Theater Supervisors/Technicians, Building Monitors, or any other College personnel, are needed during the time of this agreement, the Organization hereby agrees to pay the College for all costs incurred. These costs are in addition to parking and administrative fees that may be incurred.
12. Permission to use the College Logo must be approved in advance of use by the Organization, including, but not limited to, publication on websites, print materials, apparel, and novelty items.

Initial: _____ **Date:** _____

Agreement to Indemnify

13. Invoicing for facility rental fees and services provided by the College will be processed after the contract has been signed by the parties. If additional fees are charged by the College for services or facility usage during the event, the College will invoice the Organization after the event date. Payment Schedule: Minimum of 50% of the rental upon signing of this contract followed by the balance paid in full five days before the event date. Exceptions may apply if the Organization and the College determine the rental fee shall be in the form of a percentage of sales or box office ticket sales. Then, the College will collect the rental fee the next business day following the event with accompanying reconciled sales records and other documentation. The percentage of sales/box office sales will be determined at the time the contract is signed and will include a minimum target rental fee equal or more than the base facility rental fee.
14. The Facility Rental office will retain 15%-20% of the fundraiser rental income for administrative support, in addition to any college personnel or equipment rental charges as outlined above in this Facility Rental agreement between the College and the Organization. The Administrative fee is based on the number of hours required for the SCC Administrative Services department staff to facilitate and coordinate the fundraising event with College departments staff hosting the event, coaches, security, administration, switchboard, Public Information office, facilities, and outside entities involved with the event such as King County Officers Guild, City of Shoreline, and the Liquor Control Board.
15. The Organization and SCC departments in charge of the fundraising event will notify the College as to whether they plan to sell merchandise at the event. Selling of such merchandise must comply with all College policy. The college retains the right to collect a percentage of these sales.
16. Food and beverages will not be consumed in areas designated by the college, including but not limited to, classrooms, theater, gym, computer labs, conference rooms and study lounges in the PUB, music building labs and band rooms.
17. All requests for catering, coffee service, concessions and food/beverage MUST be approved by the College in advance of the event date and associated paperwork and permits supplied to the Facility Rentals office upon request. The Organization will be invoiced directly by the contracted food services provider. There is no access to a kitchen on campus, but a prep area and water supply access will be provided.
18. Serving liquor on campus must be done in compliance with the Washington State Liquor Control Board, and Shoreline Community College policy. Permission forms, permits and/or special event licenses must be signed and approved by the college prior to the event. Failure to obtain proper documentation will result in the cancellation of service of alcoholic beverages and/or food services at the event. Only beer and wine is permitted on campus. The Organization or event organizer must provide the College with "SCC Authorization to Serve Alcoholic Beverages on Campus" form <http://www.shoreline.edu/roomrentals/roomrentalspdfs/Alcohol%20Approval%20form%201112.pdf> 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 the College a minimum of three weeks prior to the event date.
19. This Agreement 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. Conditions of this Agreement shall become effective upon signing & execution of this contract by both parties.

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.

SCC Security: (206) 235-5860

The Shoreline Community College gymnasiums, outdoor track, classrooms and related facilities are available for rentals and college sponsored fundraiser events involving community organizations and the community for athletic and non-athletic activities with permission from the College Athletic Director and Facility Rental Office. **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 used by an outside organization or client.

#3000 Athletic Building Facilities:

Gymnasium	Capacity with bleachers down 1,000+
Mini Gym space	Capacity 50
Track (not including the grassy field)	200 bleacher seats
Classroom #3002, 3011, 3012	Capacity of each classroom 28-32

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

- The Organization utilizing 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 Organization.
- 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 Office 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 Organization 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 Organization will be notified if it becomes necessary either before or after the event. Athletic department staff, SCC building monitor or athletic coach/representative will be required for supervising the building during a scheduled event at an additional fee.
- 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 Organization or through SCC Library Media Services for a College sponsored event.
- A Certificate of Insurance naming Shoreline Community College as Additional Insured must be submitted prior to the event date.
- Please review the “Agreement to Indemnify” section of the contract and Reservation Requirements for Use of SCC Facilities on the College website: <http://www.shoreline.edu/roomrentals/> for additional rules and information regarding signage, decorations, usage, fees and college policies.