

# Facilities Rental Contract

## For Use of College Facilities

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 - Continuing Education/Facility Rentals/Events #1213  
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. Larger events in the Theater and Student Union #9000 building require 30 days advance notice for a cancellation in order to receive a refund. 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 _____
Type of Facility Requested _____	Admission \$? _____	Wi-Fi Access? _____	Weekday Parking Passes? _____
Person Arranging for Facility Rental _____ (_____) _____	Telephone _____	Contact Email: _____	
Billing Address _____	City, State & Postal Code _____		
Person In Charge During Event _____ (_____) _____	Telephone _____	Contact Email: _____	
Planned Food & Beverage Service: Describe menu/concessions. _____		Caterer, if known: _____	
<p>Illegal drugs, marijuana and hard alcohol is prohibited on campus. Alcohol (beer &amp; wine) may be served with advance approval from the College. Event Organizer must provide a valid Washington State alcohol permit and hire a licensed server. Alcohol served? <input type="checkbox"/></p> <p>Additional security, including traffic flaggers, may be required for your event. The College may determine that your event will require additional supervision, including security officers and King County police, and you will be charged for the hours served at \$28.00 to \$65.00 per hour with a four hour minimum. Security must be present for events serving alcohol.</p> <p><b>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 State mask directive as of 9/24/21. 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.</b></p>			

Audio Visual/Media Equipment, Technical Assistance? \_\_\_\_\_  
**\*Note that there WILL be additional charges for using College media equipment including media technicians at \$18.00–\$25.00/hour. The College will not be able to accommodate media requests if there is a lack of event AV details, or changes within 7 days of event date.**

Date(s) Reserved: _____	Event Time _____ to: _____
Set Up Time : _____	Clean Up Completed By: _____
Room(s) Assigned _____	Total Number of Hours Requested <input type="text"/>

<b>THIS SECTION FOR COLLEGE USE ONLY</b>			
RESERVATION # _____		Rental: \$ _____	
Facility/Room (s) Assigned: _____	Media/Equipment & Tech support: _____	Parking: \$ _____	
Reservation taken by: _____	Dept. Sponsored: _____	Other: \$ _____	
	Security Assigned: _____	<b>Total: \$ _____</b>	
Signature: _____	Dated: _____	<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. **In the event that the College needs to cancel the reservation due to unforeseen circumstances, such as a local or national emergency or problem with the campus or facility, the Renter will be notified and the College will make every attempt to reschedule the event to a later date.**
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. As a condition of the rental, the College will require proof of valid Commercial General Liability insurance, valued at \$1,000,000 and 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, including on websites, social media, print, 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 including trained personnel to operate the equipment. Media technicians, theater technicians, building monitors, King County Police Officers, College security, facilities or any other personnel, may be hired to work the event(s), and the Organization hereby agrees to pay the College for all costs incurred. Additional 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 scheduled rental time, requires more staffing for supervision/technical support, or if damages are reported. A three hour minimum fee for personnel will be charged if event is cancelled less than five days before. Payment schedule: 50% of the rental fees upon signing of 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 a security officer and 1-2 WA State licensed servers must be present at all times. Serving liquor on campus must be done in compliance with the Washington State Liquor Control Board, and college paperwork to request alcohol service on campus should be submitted 3 weeks prior to event. Beer and wine service is acceptable, but hard alcohol is only approved in special circumstances. No access to kitchen facilities. Failure to obtain proper documentation will result in the cancellation of service of alcoholic beverages and/or food services at the event. Illegal drugs and marijuana are prohibited.
11. 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 at least 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.
12. 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 State County mask directive as of 9/24/21. Beginning 10/25/21, people ages 12 and older are required to show proof of full COVID-19 vaccination or a negative PCR test result to enter certain indoor and outdoor events and establishments in King County. The Covid-19 Attestation checklist may be required at the time on the signing of 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.

**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 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:* \_\_\_\_\_
- Beginning 10/25/21, people ages 12 and older are required to show proof of full COVID-19 vaccination or a negative PCR test result to enter certain indoor and outdoor events and establishments in King County. The College will notify you if your event will require this process to be followed and protocols to see vaccination cards or negative Covid tests (issued within 72 hours of event date) must be followed.  
*I agree:* \_\_\_\_\_
- Signs listing the safety guidelines will be posted in a visible location on-site at the event and no one from outside of the College will be permitted to remove or alter this signage.  
*I agree:* \_\_\_\_\_
- The location on-campus (indoor and outdoor spaces) must be reserved with the Facility Rentals office or other College room scheduling personnel through the College room scheduling system and a reservation confirmation will be issued. This ensures that no two events will be co-located and so campus Facilities staff can ensure proper cleaning of the space 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, 1800, 1900, 2000, 2100, 2300, 2600, 2700, 2900, 2900 annex, 4000, 5000, 9000. This list may be updated as additional facilities are retrofitted by the College.  
*I agree:* \_\_\_\_\_

Name of Rental Representative: \_\_\_\_\_

Name organization: \_\_\_\_\_

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

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

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