

## **Addendum A: #9000 PUB Student Union Building Facilities**

As Shoreline Community College is an educational institution, priority is given to classes, students, campus events, performances and programs. These uses have first priority for using our building facilities, after which, the facility rentals are available to the community as available. All rentals must be approved by the College Facility Rentals Office, Campus Room Scheduler, and College Administration. Facilities available to campus groups, faculty and the community include:

<i>Main Dining Room #9215</i>	<i>Capacity 371 for theater style room set up Capacity 340 for banquet style room set up, with stage and round tables (maximum of 40 - 5' diameter round tables of 8) and chairs. LCD projector, AV and audio equipment, podium, staging and/or platform, and AV white screen available.</i>
<i>Small Dining Room #9208</i>	<i>Capacity of 109 for theater style room set up Capacity of 90 seated at round or rectangular tables and chairs. Podium, LCD projector, AV and audio equipment, platform staging and white screen available.</i>
<i>Conference Rooms</i>	<i>9201 and 9202: Capacity of 14-30, rectangular 5' and 6' long tables and chairs, LCD projector, AV and audio equipment, white screen.</i>

*\*Seated capacity will vary depending on whether additional SCC chairs are brought in.*

### **Rules and Regulations for Using Facilities in the 9000 PUB Building**

- **Please contact Shoreline Community College security if there is an emergency cancellation or change to the reservation time on the day of the event. #206-235-5860.**
- The building may be available for rentals to the public for non-campus usage from 6 a.m. to 9:30 a.m. and after 1:30 p.m. to 11:00 p.m. weekdays and Sundays/Holidays. On Friday and Saturday evenings, and selected dates during academic breaks, the college will be available for rentals from 6:00 a.m. to 12:00 a.m. midnight. Rental period must include set up and clean up time and be concluded by the building closing time. Special permission must be granted for uses that want to extend the facility usage hours. Set up and tear down time must be included in the rental period and the rental contract will finalize the contractual event period. After hours events will require an event monitor or media technician hired by the college and/or college security, depending on the type of event and number of attendees.
- The campus room scheduler will determine availability for all college and outside facility uses.
- All rental events will require an event monitor, media technician or other college employee, hired by the college and/or college security, depending on the type of event and number of attendees. Multiple staff may be required. A minimum of 4 hours will be charged for each staffperson hired to work an event, and all costs will be charged to the client.
- The college room scheduler will aim not to schedule events or meetings at the same time in the Main Dining Room and Quiet Dining Room during the academic quarter Monday to Thursday from 9:30 a.m. to 1:30 p.m. including campus and student events and activities. This includes scheduled campus events, meetings and activities.
- The semi-circular information desk in the #9000 lobby is off-limits to college and rental groups. No one is permitted to unplug or move information desk equipment or materials.
- The client will agree to monitor guests and children to ensure they are safe and do not play on or near the stairwells, elevator and other common areas inside and outside of the #9000 PUB building.
- Food and beverages to be consumed in the #9000 PUB building are only permitted in the areas outlined in the rental contract and/or designated areas in the building.
- The commercial kitchen facilities in the #9000 PUB are off limits for all college and community rentals. All requests for food and beverage service, including serving alcohol, must be made in writing and in advance.
- There are electrical outlets located in the floor and on the walls in the #9000 Main Dining Room. The College will make an effort to cover these before your event, but be advised that they still may be a tripping hazard for your guests and the College is not responsible for injuries.

- Alcohol is only permitted for special occasions with approval by College administration, and proper paperwork, permits, licenses from the Washington State Liquor and Cannabis Control Board **MUST** be obtained a minimum of 4 weeks prior to the event. **Additional college security personnel and MAST licensed, alcohol serving staff are required.** Only beer and wine are permitted on campus. Occasionally special permission is granted a specialty alcoholic beverage, but not a full bar. Alcohol must be consumed within the #9000 building -never outside the premises. The location of the alcohol service will be determined in advance by the client and the Facility Rentals office. The application form and other details are linked on the [Facility Rentals page](#) on the College website.
- All licenses and permits related to the food and beverages providers, and alcohol service on campus **MUST** be prominently posted at the event. Servers must carry proof of their current related license(s) on their person at the event on campus
- 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.
- Media equipment in the Quiet Dining room and Main Dining room must be operated by trained college staff or a trained student media technician. Media technicians are reserved through the Facility Rental office, Student Leadership Center and/or the College Instructional Media department. Media equipment must be reserved and approved at least 2 weeks prior to the event to ensure adequate staffing is hired. Some requests may not be accommodated with short notice. Arrangements may be made in advance to test a media set up for an event, if the space is available. For a test media set up, the client will be charged for the additional time the media technician is booked for work on campus. Additional time may be required for media and audio engineers to work on the media set up for an event, and the client will be charged for this time.
- **Clients must return the SCC facility to its original condition – removing trash, signage, debris and making sure furniture and equipment are returned to original order. ALL DECORATIONS AND DEBRIS MUST BE REMOVED PROMPTLY AFTER THE CLOSE OF THE EVENT. All recycling and garbage MUST be deposited in the waste receptacles or BAGGED. Additional custodial fees may apply if the room is left in disarray. Fees will be assessed for items and/or facilities that are damaged by the client or their guests.**
- Blue tape **MUST** be used at all times to secure signs and decorations in all areas of the #9000 building. No decorations or signage can be adhered to the acoustical panels in the #9215 Main Dining Room. The art mural is a permanent installation in the Main Dining room will **NOT** be taken down, changed, or touched for any event. Approval to cover the mural, and agreement on how to cover the mural must be arranged in advance. The college is not responsible for providing a lift or tall ladder for this purpose.
- Open flames are not permitted, with the exception of small votive candles in approved containers.
- Room set up requests (including adding tables, chairs, podium, stage, risers, sandwich boards, etc.) must be submitted to the Facilities department 2 weeks prior to the event date or your request may not be granted. Furniture must not be moved from one area of the #9000 building to another without prior approval.
- The College will not lend out ladders, lifts, equipment, tools, and supplies to outside users so please bring all required items with you when setting up campus events.
- Areas on the 1st and 3rd floor of the PUB #9000 building are off limits to guests and visitors to campus after hours unless those areas are deemed part of your event and included in the rental agreement.
- No one is permitted to unplug the vending machines or cover them with any material. This can cause equipment damage, and the cost of the repair or product replacement will be passed on to the facility user.

- In compliance with fire code regulations, all exit doors and pathways to them must remain clear of objects and debris. Tripping hazards— including electrical rigging, cables, equipment, speaker stands, etc. **MUST** be secured and properly marked. It is at the discretion of College staff to determine if the equipment and hazards are considered safe and acceptable for the event to proceed.
- Specialized equipment and props, smoke machines, and other theatrical materials must be approved in advance by the college and media technicians hired to work the event.
- Smoking is not permitted inside or outside of the #9000 building. Smoking is only permitted in campus smoking shelters and smoking areas located at the main entrance bus stop area.

Please review the “Agreement to Indemnify” section of the [Facility Rentals contract](#) linked to the Shoreline Community College website ([www.shoreline.edu/roomrentals/](http://www.shoreline.edu/roomrentals/)) for additional rules and information regarding signage, decorations, usage, fees and college policies.

**#9215 Main Dining Room details:**

Room square footage is 5,776 sq. feet - 76' x 76' . Back wall measures 15 feet tall x 52 feet wide.

Air-conditioned. Room darkening screens across all east and south windows.

There are 40 round tables (5' diameter) with 6-8 chairs per tables set up for “banquet style” events, and up to 340 chairs available for room set ups. 55 rectangular 6 foot x 3 foot plastic tables are available.

The full stage (12 feet deep x 32 feet wide) is the default set up for this room, although the stage can be reconfigured smaller as there are 12 panels (4 feet x8 feet) available.

The podium, media equipment, and up to Projection screen is 24 feet wide by approx. 20 feet tall, from the ceiling.

Room lighting - House incandescent can lights overhead and/or fluorescent tubes (standard)

Stage lighting will be available on pre-set configurations only— standard white “wash”, podium and house light (podium) set right on stage and house can light dimmed to half (house dimmed). Special lighting set ups will require 3 weeks notice and will incur additional set up fees.

List of media equipment in the room will be furnished upon request.