



Addendum B: Shoreline Community College Athletic Facilities

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 without special permission by the Athletic department.

#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: 3002 (40) and classrooms (30)

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.
- In compliance with fire code regulations, all exit doors and pathways to them must remain clear of objects and debris.
- Only water is permitted in the main gymnasium - no sports drinks, food, and other snacks are allowed in the gym. Food and beverage consumption and sales are allowed in the lobby.
- 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.
- No tables, chairs, staging or equipment will be moved on to the gymnasium floor for any reason without approval of Shoreline Community College representatives in advance. If tables, chairs, staging or equipment need to be placed in the gymnasium for an event, the College 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. If there is short notice, we may not be able to accommodate a request for the bleacher use.
- 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 Organization or College department. This will be determined by Shoreline Community College Athletics and security department personnel. The Organization will be notified if it becomes necessary either before or after the event. Athletic department staff, a building monitor or athletic coach/representative will be required for supervising the building during a scheduled event at an additional fee.
- The PA system for the #3000 Gymnasium cannot be used by a rental client or staff without properly trained Athletics supervision present. The equipment needs 1 hour to warm up before usage. Rental of a portable PA system can be arranged through the Facility Rentals Office for an outside Organization or through Instructional 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.
- Clients must return the College facilities to its original condition. Place all trash and recycling into receptacles provided, remove debris, and return signage, costuming, sets, props, furniture and equipment to their original order.
- The College reserves the right to refuse bookings, based on past experience with client or usage.
- Please review the “Agreement to Indemnify” section of the contract and Reservation Requirements for Use of College Facilities on the website: <http://www.shoreline.edu/roomrentals/> for additional rules and information regarding signage, decorations, usage, fees and college policies.