



Addendum B: Shoreline Community College Athletic Facilities

The Shoreline Community College gymnasiums, 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 outdoor track, 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 1,200
Mini Gym space	Capacity 60
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 permitted in the gym. Food and beverage consumption and sales are allowed in the lobby upon request and subject to approval by the Athletics department prior to the event date. Additional rules will apply.
- 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.
- 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.
- 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 rental experience with a client or usage.
- Please review the “Agreement to Indemnify” section of the posted on the Facility Rentals page on the College website—[Facility Rentals | Shoreline Community College](#)