

## Addendum C: Shoreline Community College Main Stage & Black Box Theater

The 1600 Campus Theater Building includes a performance theater with a seating capacity of 360, spacious lobby area and adjacent “green room” classroom. **As Shoreline Community College is an educational institution, priority is given to our classes, students, campus events/performances and programs.** These uses have first priority, after which, the facility rentals are available to the community as available. All rentals must be approved by the Theater Manager and Facilities Rental Manager.

Campus Theater	Tiered seating capacity of 360, a large stage including an orchestra pit with apron, lighting, digital projection and sound systems. Pipe and drape is available for a more intimate audience experience. There is a seating capacity of 102 patrons in the lobby/ concessions area.
Lobby	Capacity of 102 in the concessions area.
Black Box #4107	Maximum of 48 audience on risers in this intimate theater and film space located in the #4000 Library building, lower level. Best for small performances and film projects. Limited theatrical lighting and sound available.
Green Room #1524	Seating capacity of 40 people. Included in the classroom/ green room” are tables & chairs, makeup mirrors and a sink.

### Rules and Regulations for Using Facilities in the 1600 Theater Building & 4107 Black Box Theater

- In compliance with fire code regulations, all exit doors and pathways to them to theater spaces must remain clear of objects and debris. No open flames (tea lights in safe containers may be approved upon request), sparklers, candle tapers, and other flammable items deemed a fire hazard are permitted on the premises. No food or beverages are permitted in theater near the stage, curtains, or media equipment.
- No food or beverages are permitted in theater near or on the stage, curtains, or any media equipment. Food and beverages are only permitted in designated areas of the #1600 Theater building at the discretion of the Theater Manager. Use of college concessions equipment will require additional charges. Please contact the Theater Manager or Facility Rental Manager at least 4 weeks PRIOR to the event date for permission to serve food/concessions or alcohol on campus since as this will require additional approval and arrangements.
- Alcohol service is permitted, but a campus 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 approval forms to request alcohol service on campus must be submitted a minimum of 3 weeks prior to event. Beer and wine service is acceptable, but hard alcohol is only approved in special circumstances. Failure to obtain proper documentation will result in the cancellation of service of alcoholic beverages and/or food services at the event. No access to kitchen facilities. Illegal drugs and marijuana are prohibited on campus. Approval paperwork and instructions to obtain a Washington state liquor special occasion license/banquet permit are linked here: [Rental Forms & Contracts | Shoreline Community College](#)
- The utmost care must be given when using College facilities, furniture, staging, props and/or equipment . The Client will be held responsible and liable for any damages caused by its use of the facilities, and will agree to pay the College for any damages incurred. Shoreline Community College will determine the extent of any damage done and provide a written estimate of the repairs, replacement, and all costs associated with the damage of the College property.

- Use of the theater technical equipment will require supervision and support of the Theater Manager, technician(s) and/or supervision at the client's expense. Arrangements for use of lighting, digital projection, and other stage equipment must be made in advance and additional staffing and other charges will apply.
- Arrangements for use of lighting, digital projection, and other stage equipment must be made at least 3 weeks in advance. Additional charges will apply. This equipment may pertain, but is not limited to, microphones, amplification equipment, digital projection equipment, tape, props, risers, special lighting and their set up services, and other items associated with the #1600 Theater Building. Written notice, work order and/or stage design must be submitted 2 weeks prior to the event. The College cannot guarantee all requests will be granted and charges may apply. All media to be played must be delivered to the College 1 week in advance of the event.
- Clients must return the College facilities to its original condition. It is required that the client and their guests place all trash and recycling into receptacles provided, remove debris, and return signage, costuming, sets, props, furniture and equipment to their original order.
- There is limited custodial and security staff on campus on weekends. Additional building monitors, custodial, media technicians, and security may be brought in, at the expense of the Client. This need will be determined by our Facility Rental and Security Department personnel. The Client will be notified if it becomes necessary for these services either before or after the 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.
- The College reserves the right to refuse bookings, based on past rental experience with a client or usage.

This Addendum is also presented as part of the [Theater Rental Forms & Contracts | Shoreline Community College](#)

Please review the "[Agreement to Indemnify](#)" section of the contract and other documents posted on the college website: [Rental Forms & Contracts | Shoreline Community College](#)

