

Addendum D: Shoreline Community College Music Building

The 800 Music Building has a variety of classrooms, band rooms, tiered performance halls, practice rooms and music technology recording studios. **As Shoreline Community College is an educational institution, priority is given to our classes, students, faculty and programs.** These uses have first priority, after which, the facility rentals are available to the community as available. All rentals must also be approved in advance by the Music building manager. The 800 Music Building allows the rental of the following facilities:

806 Music Room	Capacity for 40, tablet/foldout arm desks, upright piano
818 Band/Choir Room	Tiered seating for 80, grand piano, tablet/fold out arm desks, LCD projector, DVD/VCR, audio CD playback with surround sound system, laptop hook-up capability
Practice rooms	Upright and baby grand pianos in each room, capacity 1-5 persons
Classrooms	Capacity of 40
Music Labs	Not available for rental use

Rules and Regulations for Using Facilities in the 800 Music Building

- The utmost care must be given when using SCC music facilities, instruments, pianos and other equipment.
- In compliance with fire code regulations, all exit doors and pathways to them must remain clear of objects and debris.
- Recording and other technical equipment will require SCC technical support at the Client's expense. Arrangements for use of such equipment must be made in advance with the Music Building manager and/or the SCC Facility Rentals Coordinator.
- Rental and College Clients must return the SCC facility to its original condition – removing trash, water bottles, signage, debris and returning furniture and equipment in the original order.
- No food or beverages are permitted in music rooms, and/or near the instruments or equipment. Food and beverages may be served in specific location(s) in the #800 Music Building with permission by the building manager and Facility Rentals Office. Additional rules and procedures 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.
- There is limited custodial and security staff on campus. Based on the nature and time of the scheduled activity/event, a building monitor or additional security personnel may be required by SCC management, at the expense of the Rental or College Client. The Rental or College Client will be notified if it becomes necessary to hire additional personnel.
- An equipment or instrumental technician may be required for a rental at an additional fee.
- Equipment maintenance (piano tuning, etc.) may be required at the renter's expense.
- 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.
- SCC reserves the right to refuse bookings, based on past rental experience with a client..
- Please review the "Agreement to Indemnify" section of the contract and Reservation Requirements for Use of SCC Facilities for additional rules and information.