



Addendum E: Shoreline Community College Computer Labs

There are a number of computer labs with the latest available software and a knowledgeable Technology Support staff available on campus. Computer Labs are reserved through the Facility Rentals Office with approval from Technical Support Services at 206.546.5872. Computer labs usage is based on availability of the space and technical support. **As Shoreline Community College is an educational institution, priority is given to our classes, students, and campus programs.** These uses have first priority for using the College computer labs, after which, the facility rentals are available to the community as available, and subject to staffing availability.

Computer labs available for public use:

1301 Computer lab: capacity of 31, 30 PC computers, 1 instructor's computer station
1302 Computer lab: capacity of 31, 30 PC computers, 1 instructor's computer station
1303 Computer lab: capacity of 29, 28 PC computers, 1 instructor's computer station
1304 Computer lab: capacity of 31, 30 PC computers, 1 instructor's computer station
1305 Computer lab: capacity of 24, 23 PC computers, 1 instructor's computer station
1308 Computer lab: capacity of 31, 30 PC computers, 1 instructor's computer station
1401 Computer lab: capacity of 31, 30 PC computers, 1 instructor's computer station

All classrooms have presenter computer with projection, whiteboards, AV projector, screen, Internet connection and Microsoft Office.

Rules and Regulations for Using Shoreline Community College Computer Labs

- No food or beverages are permitted in or near the computer labs and equipment.
- Minimum 4 hour rental period is required for all rentals of computer labs.
- Shoreline Community College trained personnel **MUST** be present at all times an outside user, including other college departments, book a computer lab on campus and all charges will be billed to the rental or College department budget. The technician rate of \$25.00/hour will be charged to the rental client or College department.
- Arrangements must be made in advance to download and/or install additional software, and the installation **MUST** be done by a trained Shoreline Community College computer lab technician.
- No children under the age of 16 are allowed to use the Shoreline Community College equipment without adequate supervision.
- Rental and College clients must return the facility to its original condition – removing trash, signage, debris and making sure furniture and equipment are returned to the original order.
- In compliance with fire code regulations, all exit doors and pathways to them must remain clear of objects and debris.
- SCC reserves the right to refuse bookings based on past rental experience with a client.
- Computer Lab facility rentals at Shoreline Community 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.
- Please review the “Agreement to Indemnify” section of the contract and “Reservation Requirements for Use of College Facilities” at: www.shoreline.edu/roomrentals/

Updated 3-17-21

