



# Facilities Rental Contract

## *For Use of College Facilities*

### FACILITY RENTALS

16101 Greenwood Avenue N.  
Shoreline, WA 98133-5696  
(206)546-5863 Fax: (206)546-9730

Shoreline Community College (SCC) is an educational institution provided and maintained by the people of the State of Washington. Its campus, buildings, properties and facilities shall be reserved on a first priority basis for those activities related to its broad educational mission. At other times the facilities shall be available to various organizations and individuals. The undersigned hereby makes application to Shoreline Community College District No. 7 for use of college facilities as described below. The undersigned states that he or she has the authority to make this application and will comply with the regulations of the college as stated in the *Shoreline Community College Rules and Regulations*, posted at: [www.shoreline.edu/roomrentals](http://www.shoreline.edu/roomrentals).

Rental terms shall be determined by the latest established rental rates, plus as any equipment or service charges, and shall be payable in full in advance of the rental date to: *Shoreline Community College*

Attn: Suzanne Gugger - Facility Rental Office, #9114 Bookstore  
16101 Greenwood Avenue North, Shoreline WA 98133-5696

The Applicant may cancel scheduled use of SCC facilities 5 business days in advance and receive a refund, less a 10 percent cancellation fee, set at a minimum of \$25.00. SCC contract personnel that need to be rescheduled or cancelled will require 5 business days notice.

|  |   |                      |  |
|--|---|----------------------|--|
| Name of Organization or Applicant  | Non-Profit 501c3#                             |                      |  |
| Proposed Use   | Attendance                                    | Open to Public?      | Insurance Certificate Will be required |
| Type of Facility Requested   | Admission or other Fee? Internet/WIFI access? |                      |  |
| Food & Beverage Service: Describe menu or concessions. Per SCC contract, Lancer Catering have first right of refusal    Lancer contacted?    Alcohol served? |   |                      |  |
| Do you want to pre-purchase parking for your guests at \$1.50/day/vehicle? Y/N _____ # _____ Number passes for event organizers? _____                       |   |                      |  |
| Person Arranging for Facility Rental   | Telephone (_____)_____                        | Contact Email: _____ |  |
| Billing Address  | City, State & Postal Code _____               |                      |  |
| Person In Charge/Proctor During Event  | Telephone (_____)_____                        | Contact Email: _____ |  |
| <b>Audio Visual/Media Equipment, Technical Assistance?</b>   |   |                      |  |
| Do you need additional tables and chairs, staging, lectern, etc? _____   |   |                      |  |

\*Note that the college will not be able to accommodate set up and media requests, additions, or changes within 7 days of event date

|  |                         |                         |
|--|-------------------------|-------------------------|
| Date(s) Reserved:                      | Time(s) Reserved:       | Room(s) Reserved:       |
| _____<br>_____<br>_____                | _____<br>_____<br>_____ | _____<br>_____<br>_____ |
| Total Number of Hours Requested: _____ |                         |                         |

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

| <b>THIS SECTION FOR COLLEGE USE ONLY</b> |                                     |                   |  |
|--|-------------------------------------|-------------------|--|
| RESERVATION # _____                      | Rental: \$ _____                    |                   |  |
| Facility/Room (s) Assigned: _____        | Media/AV/Equipment _____            | Parking: \$ _____ |  |
| Reservation taken by: _____              | Technical Support/Monitoring: _____ | Other: \$ _____   |  |
| Signature: _____                         | Lancer contracted or waiver: _____  | Total: \$ _____   |  |
| Dated: _____                             |                                     | INVOICE # _____   |  |

## **Agreement to Indemnify**

The following agreement is hereby entered into by and between the person, corporation, entity or Organization identified on the contract, hereinafter referred to as "Organization" or "Renter" and Shoreline Community College, hereinafter referred to as "SCC" or "College".

WHEREAS, the Organization wishes to rent and/or utilize certain facilities belonging to Shoreline Community College; and

WHEREAS, the College is willing to rent certain facilities to the Organization and/or permit the Organization to utilize certain facilities, *provided* the Organization agrees to indemnify the College against any injuries, damages or losses arising in connection with, or resulting from, the Organization's use of the College facilities.

NOW, THEREFORE, in consideration of the mutual promises of the parties as set forth herein, the parties do hereby agree as follows:

1. The College agrees to permit the Organization to utilize the facilities belonging to the College indicated on the reverse side of this agreement. These facilities may be utilized by the Organization during time periods specified on the schedule. College will provide Renter a reservation confirmation and event management support.
2. The Organization agrees to indemnify the College against all liability, loss, cost, damage, or expense sustained or suffered by the College, including attorney's fees and other expenses of litigation resulting from, or arising in connection with, the utilization of facilities of the College by the Organization. As a condition of the rental, the College may require proof of valid Commercial General Liability insurance in advance of event.
3. Parking is available on a first-come, first serve basis throughout the campus in legally marked spaces. Parking permits for the main campus and Greenwood lot are required for day and evening events, weekends and legal holidays. Permits at a reduced price can be purchased in advance for visitors and rental groups upon request. Review the SCC parking rules and regulations at: <http://new.shoreline.edu/safetyandsecurity/parking.aspx>
4. The Organization recognizes that it has no license or right to utilize facilities belonging to the College other than the facilities indicated on page 1 of this document. The Organization agrees, however, that if members, employees, agents, guests, and licensees, of the Organization use campus facilities, the Organization's promises and obligations under this Agreement shall nonetheless be fully applicable, and the Organization will indemnify the College for losses, liabilities or damages resulting from such usage and be responsible for any additional expenses and rental fees incurred.
5. The Organization hereby and forever releases the College and its agents, employees or officers from all debts, claims, demands, and damages, actions and causes of action, whatsoever, which such Organization may now have, or may hereafter have, as a result of using the college facilities.
6. This Agreement shall not be modified or amended except by written instrument by both parties hereto. Any attachments included by the College pertaining to special consideration for use of facilities are considered part of this Agreement and binding to the user. Permission to use the College Logo must be approved in advance of use by the Organization, including, but not limited to, publication on websites, print materials, apparel, and novelty items.
7. The Organization hereby acknowledges that it will be liable for any damages caused by its use of the facilities and agrees to pay the College for any damages incurred. The Organization will be responsible to clean up any debris, and materials after the event, and leave the premises in proper order. Food and beverages will not be consumed in areas designated by the college, including but not limited to, classrooms, theater, gym, computer labs, conference rooms and study lounges in the PUB, music building labs and band rooms.
8. If the services of the King County Officers Guild, College's Security Office, Facilities, Media Technicians, Music and Theater Supervisors/Technicians, Building Monitors, or any other College personnel, are needed during the time of this agreement, the Organization hereby agrees to pay the College for all costs incurred. Invoicing for facility rental fees and services provided by the College will be processed after the contract has been signed by the parties. If additional fees are charged by the College for services or facility usage during the event, the College will invoice the Organization after the event date. Payment schedule: Minimum of 50% of the rental upon signing of this contract followed by the balance paid in full five days before the event date.
9. Lancer, the food services contractor for Shoreline Community College, has the first right of refusal for all catering, coffee service, concessions and food/beverage requests on campus. All requests MUST be approved by Lancer staff in advance of the event date, including exceptions, and the Organization will be invoiced directly by Lancer. Serving liquor on campus must be done in compliance with the Washington State Liquor Control Board, and SCC permission forms, permits and/or special event licenses must be signed and approved by the college prior to the event. Failure to obtain proper documentation will result in the cancellation of service of alcoholic beverages and/or food services at the event. To contact Lancer staff, please call (206)546-6918 or email [SCCampuscatering@shoreline.edu](mailto:SCCampuscatering@shoreline.edu).
10. This Agreement shall become effective upon signing & execution of this contract by both parties.

**SCC Security: (206) 235-5860**

I have read, understand and agree to abide by Shoreline Community College policies & regulations relating to facility rentals as outlined in the SCC Facility Guidelines and Procedures document: <http://new.shoreline.edu/roomrentals/default.aspx/>

**Signature of Organization/Requestor:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

*A Copy of this Contract must accompany Person in Charge during the event and be produced if requested.*