

SEATTLE CENTRAL COMMUNITY COLLEGE GENERAL RULES AND REGULATIONS FOR USE OF FACILITIES

- Seattle Central Community College (SCCC) is a State educational institution. Scheduling priorities are given to college classes and on-campus departmental activities related to the college's educational mission.
- The operation hours for facility rentals are as follows:
 - Monday – Thursday: 7 AM to 10 PM
 - Friday: 7 AM to 6 PM
 - Saturday: 8 AM to 6 PM
 - Sunday: CLOSED
- During quarter breaks, the operation hours are shortened as follows:
 - Monday – Saturday 8 AM to 6 PM
 - Sunday: CLOSED
- During Summer Quarter, the operation hours are as follows:
 - Monday-Thursday 8AM to 7PM
 - Friday-Sunday CLOSED
- In general, SCCC facilities are available for rentals to other educational institutions, governmental agencies, civic and community organizations for the purposes of meeting, seminar, and workshop. Limited spaces are available for individuals and groups to hold private meetings. However, events of celebratory nature, like wedding receptions, parties, and dances, are not allowed.
- There is no charge for facilities/room rentals if the group is primarily a College Department, Unit, Student Group, or a group comprised of other Washington State Community College members/staff. However, all non-College sponsored, outside groups will be charged the room rental rates, EVEN IF there are a few members of the College community who will be attending the event

Examples of **exempted** groups are: WACTC, BAC, the CAC, Bookstore Council, Board of Trustees, Foundation or other SCCC or SCCD fundraising groups, Student Services meetings, or any other meetings of groups involving mainly Staff/Faculty of WA State Community Colleges.

- Examples of groups who **will be charged** room rental rates are:
 1. Meetings or events to which the public at large are invited (Community Councils, political speakers);
 2. Non-profit and other groups who use College facilities for their regularly scheduled meetings which are not **DIRECTLY** related to College affairs or business, or which do not **directly** further the mission of the College;
 3. Private enterprises holding seminars which are open to either the general public, or a specific segment of the general public (nurses, child care providers, K-12 teachers, etc.), or any group which seeks to raise funds during their meeting, or which may charge an admission fee for the meeting;
 4. Any outside organization to which there **may** be a corresponding student group or faculty group/department **IF** this meeting has been advertised to be open to the general public, or to the public (non-college) members of this particular organization.;
 5. Any group or organization whose ties to the College hinge **solely** on a member of that group knowing someone within the College and whose purpose for utilizing College space is not **directly** related to the College's mission. If a faculty or staff member wishes to be named as a sponsor of an event, that faculty or staff member **MUST** provide approval from the administrator of the division or department (Dean or Director) in order for this to be considered a NON-chargeable event.
- The Facilities Rental Department reserves the right to charge for any services provided which are beyond the scope of typical room rental/set up/ tear down. These charges **also** apply to any on-campus (otherwise non-chargeable) reservations. Examples of chargeable services include any audio/visual equipment for outside groups, and may include janitorial, or labor and overtime for intensive set up requests for **all** groups. In addition,

unless otherwise and mutually agreed upon by both parties, any and all food consumed at events sponsored by such outside groups **MUST** be purchased through the SCCC Foodservice Department/Atrium.

- Outside agencies (rent paying groups) may bring in their own laptops/computers. However, renters have no access, and no login accounts, to the College's wired or wireless networks. At no time will College computers or computer networks be accessible to the public at large.
- SCCC facilities may NOT be used for the following activities:
 - Sales, advertising, promotions, or other programs designed for profits and private gains.
 - Fundraising, including events that charge admission tickets or that offering games of chance.
 - Political campaigning events, planned by or for candidates who have filed for public office.
- All organizations using the college facilities shall provide an adult supervisor who shall remain with the group during all activities and be responsible for complying with all appropriate rules and regulations.
- The user/applicant shall protect, indemnify, defend, and hold Seattle Central Community College, its officers and employees harmless from any and all liabilities, claims, lawsuits, or rights of action directly or indirectly resulting out of the use of the premises provided by SCCC. In the event SCCC incurs attorney fees and/or costs in the defense of claims or lawsuits under this section, such fees and costs shall be recoverable from the user.
- Seattle Central Community College and its employees will not be responsible for losses of personal property by individuals or groups when building are being used for a permit activity.
- The user/applicant shall utilize only the assigned room/area. The user shall not move from the assigned room/area to another room/area without authorization from SCCC Facilities Rental Office. The use of facilities shall be restricted to those spaces and times covered in this agreement. If the user deems it necessary to utilize the space/facilities beyond the times stated in the original agreement, this is subject to availability, and will be subject to additional costs of the original room rental rate **PER HOUR OF EXTRA USE**.
- Tables, chairs, desks, and other furniture and equipment shall not be moved from one room/area to another unless requested in advance and by or under the supervision of SCCC Facilities Rental staff.
- The user shall not engage in any conducts that disrupt the educational mission of the college, including but not limited to, excessive noise and music. Boisterous conduct, profane or other improper language will not be tolerated.
- Foods and drinks are to be served in designated areas only. No foods or drinks in rooms with carpet. The serving of alcoholic beverages by outside groups is strictly prohibited.
- Drugs and weapons (including guns and knives) are not allowed on college property at anytime.
- Smoking is prohibited inside the buildings and at the entrances to Seattle Central Community College.
- Advertising, posting, and distribution of materials, related to the event, may be distributed in designated areas.
- No decorations or the application of materials to walls, ceilings or floors shall be permitted which will mar, deface or injure these surfaces.
- Applicants are required to remove at their expense, decorations, materials, equipment, furnishings, and debris left after use of college facilities. All groups shall leave the college facilities in the same order and condition in which they found them.
- Seattle Central Community College reserves the right to cancel or revoke any facility reservation or use for good cause. In the event of such cancellation, or revocation, there shall be no claim or right to damage or compensation on account of any loss, damage, or expense whatsoever endured by the applicant as a result of cancellation.

- The user/applicant for use of SCCC facilities, including agreement signatories and organizers of the event, shall be liable for any damage to the college property, occurring or having apparently occurred during the time the facility was being used by the organization.
- The user/applicant agrees to hold harmless and indemnify Seattle Central Community College, its officers, employees, trustees, students, and/or attorneys for any claim made against SCCC as a result of the applicant's use of college facilities.
- Seattle Central Community College reserves the right to require user/applicant to purchase insurance, naming Seattle Central Community College as an insured party, for use of the facility. In such case, Seattle Central Community College reserves the right to specify the amount of insurance.

PAYMENT & CANCELLATION INFORMATION

- Payment in full for all reservations is required within 30 days of the rental date. For all ongoing room reservations, the reservation is subject to cancellation without payment by the due date. Groups who wish to appeal their status as a non-exempted, rent-paying group must submit their appeal, in writing, to the Director of Auxiliary Services AT THIS TIME. In this appeal process, the particular group must show and explain how the mission of the particular group DIRECTLY furthers the mission of the College.
- Charges for room rentals are on a per use basis; the Facility Rental Department reserves the right to negotiate the stated rate for regularly scheduled, ongoing events that might total 20 or more uses of rooms per calendar year.
- For ongoing, regularly scheduled events, payment for the entire quarter is acceptable, as long as it is received within 30 days of the first scheduled rental date.
- Reservation of facilities at SCCC is NOT guaranteed until receipt of application and payment.
- Cancellation of reservations must be done at least seven (7) days prior to the event date to receive a full refund. All other cancellations are subject to full charge of the rental.

FOOD SERVICE & TRANSPORTATION INFORMATION

- SCCC Food Service offers food catering upon request. **To arrange for catering service for your event, please contact Larry Hoo, Food Services, at 344-4319. All food consumed for such events MUST be purchased either through the Culinary Department at SCCC, or through the Atrium Catering service, unless otherwise and mutually agreed upon by Auxiliary Services/Atrium and the group wishing to purchase food. AT NO TIME WILL OUTSIDE CATERERS BE ALLOWED ON CAMPUS WITHOUT THE KNOWLEDGE OF FOODSERVICES.**
- Parking is limited at Seattle Central Community College. On-campus parking is only available as follows:

○ Monday – Friday	7 AM – 12 PM	NO PAID PUBLIC PARKING
○ Monday – Friday	NOON AND AFTER	\$5.00 per vehicle
○ Saturday	ALL DAY	\$5.00 per vehicle
- All parking fees are cash only and payable directly to the parking attendant at SCCC parking garage. SCCC parking garage is located at 1609 Harvard Avenue, Seattle, WA 98122. Prepaid parking is available. Please contact 206-587-6931 or 587-6932 for additional information.
- There are several other private parking lots surrounding Seattle Central Community College. Daily parking rates vary from \$4 to \$10 per day.

I agree to abide by the terms of this agreement:

_____ (Signature)

_____ (\$ Amount Due)

_____ (Date)