

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 shorten as follows:
 - Monday – Saturday 8 AM to 6 PM
 - 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 strongly discouraged.
- 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.
- 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.
- Alcohol, 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 at least (7) days PRIOR to the rental date. Reservation is subject to cancellation without payment by the due 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. Catering menu ranges from coffee and pastry service to box lunches. Please call 206-344-4393 for additional information. NOTE: There is no kitchen access.
- 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	\$4.00 per vehicle
○ Saturday	ALL DAY	\$4.00 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.
- Several Metro bus routes, including 7, 9 10, 60, and 125, provide service directly to Seattle Central Community College. Metro routes 8, 11, and 43 have stops only a block away. If you need trip planning assistance, please contact Metro at 206-553-3000 or online at <http://transit.metrokc.gov>.