

SEATTLE CENTRAL COMMUNITY COLLEGE ROOM/SPACE RESERVATION POLICY FOR ON-CAMPUS USERS

- This policy applies to SCCC internal users only. An internal user is defined as an employee or a department of Seattle Central Community College. All external users, including community groups and other state/local agencies, must contact Facility Rentals for rental information, forms, and rates.
- Seattle Central Community College (SCCC) is a state educational institution. Priorities for the use of room and space are given to college classes and on-campus departmental activities relating to the college's educational mission.
- The general hours of operation for SCCC campus, during the normal academic year, are as follows:
 - Monday – Thursday: 6 AM to 10 PM
 - Friday: 6 AM to 6 PM
 - Saturday: 8 AM to 4 PM
 - Sunday: CLOSEDThe campus closes at 6 PM daily during quarter breaks. The main campus is closed Friday through Sunday during summer quarter.
- SCCC facilities may NOT be used for the following activities:
 - Sales, advertising, promotions, or other programs designed for personal profits.
 - 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.Exceptions to the above must be approved by the President and/or appropriate Vice President.
- Seattle Central Community College and its employees will not be responsible for the loss, theft, or damage of any personal property brought to the campus by individuals or groups while using SCCC facility.
- The user shall utilize only the assigned room, space, or area. The user shall not move from the assigned room/space/area to another without proper authorization. The use of facilities shall be restricted to the room, space, 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 and authorized in advance. Foods and drinks are to be served in designated areas only. SCCC is a designated non-smoking campus.
- Advertising, posting, and distribution of materials, related to the event, may be distributed in designated areas only. No decorations or the application of materials to walls, ceilings or floors shall be permitted which will mar, deface, or damage these surfaces.
- 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.
- 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.
- **To reserve room BE1110/1111, SAC210, and/or tables in hallway, please contact Ty Pethe, Student Leadership, at 587-6924.**
- **To reserve the dining rooms, please contact Joy Gulmon-Huri, Culinary Arts, at 587-5425.**
- **To reserve the gym, the dance room, and/or the rec room, please contact Chris Mogadam, SAC, at 587-4152.**
- **To reserve a classroom, please contact Diane Gherman, Instructional Services, at 587-5416.**
- **To reserve BE4180A/D, please contact David Underwood, President's Office, at 587-5417.**
- **Once you have reserved the room/space through the appropriate contacts above, if setup (tables, chairs, equipment, etc.) is required, please contact Milton Smith, Auxiliary Services, at 587-6931. Setup charges may apply for after-hour events.**
- **To arrange parking for visitors/guests to your event, please also contact Milton Smith. NOTE: On-campus parking is limited depending on the time of the day. Visitor parking fees applied.**
- **To arrange for catering service for your event, please contact Larry Hoo, Food Services, at 344-4319. Catering menu ranges from coffee and pastry service to boxed lunches. Catering service charges vary depending on your request.**