To Our Valued Customer,

Edmonds Community College wants to thank you in advance for considering our Athletic facilities to host your event(s). For your convenience, enclosed with this letter you will find pertinent facility rental information including our facility rate schedule. Please use the information listed below as a check list for the requirements prior to the rental confirmation. Payments are due at the time your facility rental request is submitted. If the total bill for your facility rental agreement is greater than $1000, we will accept 50% of the total rental cost up front and require the remaining balance to be paid five business days prior to your first rental date(s) per contract. **All other required items in the checklist below are due 14 business days prior to your facility rental event(s):** Failure to provide the required items may result in losing your requested rental time(s)/date(s); and you will be expected to indemnify the college. Please visit [www.edcc.edu/scheduling/offcampus.php](http://www.edcc.edu/scheduling/offcampus.php) for additional facility rental information.

Check list of required information/items to be submitted:

- Completed **Room Scheduling Request and Agreement to Indemnify** form
- **Please Note:** An official invoice and confirmation email will be sent to you upon approval of your rental request
- Enclose check or money order (50% due now if total rental bill is over $1,000.00), payable to Edmonds Community College, attn: Athletics
- **Commercial event(s) insurance** which reflects the rental date(s) and lists Edmonds Community College as the “Additional Insured.” (Liability coverage limits must be equal or greater than $1,000,000)
- Copy of Food Handler’s Permit(s) if renting the concession stand
- Sanitization clean-up fee is required for each concession stand rental ($20 per day)
- Catered foods must be requested through our Campus Catering program. Please call 425-640-1305
- Events with large groups that are considered high risk by the college may require a site supervisor to be present during the activity. An hourly rate of $15/hr. will be billed to your rental. Please contact our office to determine if additional security charges will apply to your event
- For an additional charge Custodial Services can be utilized upon request
  - **Please Note:** Customers are expected to clean-up after their event. In the event that additional custodial services are needed without a prior request, the college reserves the right to charge for all additional expenses plus a $25.00 administration fee

**Date(s) of the event:**

- Please bring the confirmation notice that you will receive via email with you to the event
- Please arrive 15 min. prior to your start time to ensure that facility amenities requested per your signed agreement are available. **For safety reasons, doors may not be unlocked until customer/event is present**
  - In the event that you need assistance, please contact the following:
    - Campus Security: Office: (425) 640-1501   Cell: (425) 754-0154
    - Operations Manager: Office: (425) 640-1507   Cell: (425) 280-8338
    - Interim Athletic Director: Office: (425) 640-1233   Cell: (425) 971-5061

Please contact us at athletics@edcc.edu or give us a call at (425) 640-1415 if you would like to schedule an appointment to see our facilities or if you have additional questions. Please review our facility rental overtime fees on the following page.

Thank you,

**Edmonds Community College**

**Athletic Department**
# Triton Athletics Dates & Time Request Form

## Name of Organization:

<table>
<thead>
<tr>
<th>Requested Facility #’s (See Below)</th>
<th>Times Requested for Each Facility</th>
<th>Amenities Requested for Each Facility</th>
<th>Other Recommendations Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Gymnasium</td>
<td>Request must include your setup and takedown times.</td>
<td>Some amenities may be provided at no additional charge. Please list your requests below and we will research them for you.</td>
<td>Any additional suggestions that we can research to enhance your experience?</td>
</tr>
<tr>
<td>2. Aerobics Rm.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Class Room</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Outdoor Playfield</td>
<td>For Outdoor Playfield, please see our “Outdoor Playfield Game Time Schedule” page in Packet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Indoor Hitting Facility</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Concession Stand (Outdoor)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Concession Stand (Indoor)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Weight room</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Dates Requesting:

Please list one event date per box below.

**Example:** 01/12/08

<table>
<thead>
<tr>
<th>1, 2 &amp; 3</th>
<th>7am – 4pm</th>
<th>6 Basketball hoops down</th>
<th>12 chairs available in classroom</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: 7/15/00</td>
<td>4</td>
<td>5pm &amp; 8pm game time</td>
<td>Prep for baseball</td>
</tr>
</tbody>
</table>

1

2

3

4

5

6

7

8

9

10
Rental Information

Thank you for considering our rental facilities at Edmonds Community College. The following information may be helpful to you in booking and using space on campus in the Athletic Department.

Edmonds Community College Athletic Department rents the following areas in Seaview Gymnasium and/or our outdoor facilities. Please see APPENDIX A for other rates.

- Aerobic Room (SEA 119) – 35 capacity
- Gymnasium (SEA 118) – 900 capacity
- Classroom (SEA 101) – 35 capacity
- Weight Room (SEA – 35 capacity)
- Play Field
- Indoor Hitting Field
- Outdoor Concession Stand (please see food handler permit requirements)

Edmonds Community College is first and foremost an educational institution, and therefore our classes, students and intercollegiate athletic programs have first priority for using indoor and outdoor college facilities. Once college programs are scheduled for the quarter, we are then able to make available for rent the above spaces and services to our valued customers.

A facility request form is required for each group of events scheduled at the same time, with full payment due at the time of the facility rental request if the total is not greater than $1,000. There is a fee associated with each room(s)/facilities or services listed above. Please see facility rate page attached with this packet for additional information.

Weight Room Rentals/Usage requirements:
Due to the additional liability exposures associated with weight room activities and the potential risk of injuries associated with aerobic and anaerobic activities, Edmonds Community College consider weight rooms as greater hazard and risk areas compared to most facilities. Due to this increased risk, our weight room has additional requirements before it can be reserved. If you are interested in reserving/renting our weight room, you must submit to the college a copy of one of the following items at the same time you make your reservation request for weight room usage consideration:

1. A copy of a degree from an accredited institution in the field of exercise science, physical education or kinesiology;
   (or)
2. A national recognized approved certificate in the applied health science field of strength and conditioning. Please contact the Athletic Department for approved certifications.

Cancellation Policy: All rental reservation cancellations must be written and received prior to the following deadlines or facility payments will be forfeited and any remaining balances will be owed. Approved playfield rainouts will be credited with a replacement date(s).

100% Refund if cancelled within 72 hours of confirmation
50% Refund if cancelled 30 days in advance
0% Refund if request was not received on or before 30 days of the event.

Facility Rental activities associated with Edmonds Community College Athletic Department require a Certificate of Insurance, naming Edmonds Community College as additional insured.

There is limited custodial service on campus, and based on the expected headcount, additional workers may be brought in, at the renter’s expense. This will be determined by our Facilities or Custodial Manager, and the renter will be notified if it becomes necessary either before or after the event. If Edmonds Community College views your activity as high risk, additional security may be required at the customer’s expense. Please review the “Agreement to Indemnify” section of the contract.

Any food catering must be arranged through our Campus Catering department. Edmonds Community College has an exclusive first right of refusal for on campus catering events.
Seaview Hall & Athletic Facility Check-Out and Check-In Amenities

For your convenience, we may have the following items available for your event. We ask that you return all items in the same condition; immediately after your event.

<table>
<thead>
<tr>
<th>Item</th>
<th>Location</th>
<th>Replacement Cost</th>
<th>Returned</th>
<th>Comments</th>
<th>Staff Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Folding Chairs (###) or _____</td>
<td>East Hallway Locked rack</td>
<td>$30 each</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tables (###) or ______</td>
<td>East Hallway Roll cart</td>
<td>$60 each</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Portable electronic scoreboard</td>
<td>East Hallway Storage #104C</td>
<td>$750 or actual cost</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PA access</td>
<td>Sea 103</td>
<td>System must be turned off at the end of event. $50 min. fee or actual repair cost if left on after event or damaged.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extension Cord</td>
<td>Sea 103</td>
<td>$20 each</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mic/cord</td>
<td>Sea 103</td>
<td>$60</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I (organization representative) understand that we are responsible for replacement or repair of the items we use listed above. I agree that payment will be made to Edmonds Community College in the event of damage or loss of the items.

Customer or Staff Signature: __________________________________________          date__________

Organization __________________________________________                date of facility rental__________
**Event Space Request**

**Scheduling Office – Vice President of Instruction**
20000 68th Ave W – Lynnwood, WA 98038
425-640-1619 or 425-640-1508
http://www.edcc.edu

**Today’s Date:**

**Organization Information – Required Information:**

Sponsoring Organization or Department:

Contact Name: *

Phone Number: Alternate Number:

**Signature Required on Second Page for Members of General Public**

**Event Information – Required Information:**

Event Title (As will appear on publicity):

Type of Event:

(Requesting Festival, Recruiting, Tournament, etc.)

Requested Date(s): M T W Th F S Su

Description of Activity (this will appear on website):

**Est. Attendance:**

**Additional Event Information:**

Open to Public?

Yes No

Open to Campus at Large?

Yes No

Food or Drink Served**?

Yes No

(If Yes, fee applies)

** Edmonds Community College retains the right to prepare and serve all food and beverages on campus.

** Edmonds CO Catering Waives Serving this Event.

** BY INITIALLING THIS CHECKED BOX, Posenon’s Feast Catering Releases Requestor from Using Their Services. Exceptions apply. Request details.

** Catering Phone Number: 425-640-1305**

Admissions/Registration Fee: $_________ per person

Vendors:

Yes No

(If yes, fee applies)

Technology Needs:

Projector

Computer

Document Camera

DVD/VCR

Play audio CD

Connect my Laptop

Connect my mp3 player

Connect my Camera

** Space Requirements – Required Information:**

<table>
<thead>
<tr>
<th>Specific Space Requested</th>
<th>Number Of Rooms</th>
<th>Capacity Needed</th>
<th>Preferred Set Up Time</th>
<th>Actual Event Time</th>
<th>Preferred Tear Down Time</th>
<th>Set Up Information</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex. WWY 202</td>
<td>-</td>
<td>200</td>
<td>2:45pm</td>
<td>6pm - 11pm</td>
<td>11:45pm</td>
<td>Theater Style</td>
<td>$100</td>
</tr>
</tbody>
</table>

**Other Needs:**

Catering

Parking

Additional Security Staffing* (Before & After Hours)

**Scheduling Office will assess fee**

**Final Approval**

Date

Approval Space Assignment(s)

TOTAL FEES(S) ASSESSED:

Ref #________

NPD Documentation

Insurance

Food Handler’s Permit

Liquor/Banquet License

End Date ________

**Filing Under__________**

©EP/Event Scheduling/EC/Scheduling Course Documents/Room Scheduling Request Form.doc
AGREEMENT TO INDEMNIFY

The following agreement is hereby entered into by and between the person, corporation, entity or organization identified on the reverse side, hereinafter referred to as “Organization,” and Edmonds Community College, hereinafter referred to at the “College.”

WHEREAS, the Organization wishes to rent and/or utilize certain facilities belonging to Edmonds 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’s 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 the time periods set forth in the schedule.

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.

3. The Organization recognizes that it has no license or right to utilize facilities belonging to the College other than the facilities indicated in paragraph 1 above, and except in accordance with the use schedule set forth in paragraph 1. The Organization agrees, however, that if members, employees, agents, guests, licensees, or permittees of the Organization use facilities other than those set forth in the use schedule, 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 to the College resulting from such use.

4. 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.

5. This Agreement shall become effective upon execution by both parties hereto.

6. This Agreement shall not be modified or amended except by written instrument by both parties hereto.

7. 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.

8. 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, plus an additional 25% for overhead costs, pursuant to this rental agreement.

9. If the services of the College’s Security Office are needed during the time of this agreement, the Organization hereby agrees to pay the College for all costs incurred, plus an additional 25% for overhead costs.

*Signature of Requestor  Date

EXTERNAL USERS ONLY
Copy of Letter Requesting Certificate of Insurance

Dear Valued Customer/Renter:

For your upcoming event(s) to be held at our facility, we need your company to provide us a certificate of Insurance naming Edmonds Community College as additional insured, issued by your insurance agent/broker. We request that the certificate provide a minimum of $1,000,000.00 commercial general liability per occurrence including bodily injury, property damage and personal injury coverage’s.

Deductible amounts that may be applicable to such insurance policy, if any, shall be the financial responsibility of your company/you should any claim(s) arise as a result of your company’s /your use of Edmonds Community College’s facilities as governed by the terms of the facilities use agreement.

Additionally, please be advised that in order for you to hold your event on campus, you must submit this paperwork to our office 14 business days in advance of the scheduled date. If we do not receive appropriate proof of liability insurance in the stated time, we will need to cancel your event and in balances owed will be owed.

The certificate should specify the name of your activity, and the dates of the event that you intend to use our facilities. Please mail or fax the Certificate of Insurance to the college’s Risk Management Coordinator and to the Athletic Department, athletics@edcc.edu

Thank you,

Edmonds Community College
Athletic Department
20000 68th Avenue West
Lynnwood, WA 98036

Phone: (425) 640-1415
Fax: (425) 640-1102
Email: athletics@edcc.edu
Web Address: www.edcc.edu

EDMONDS COMMUNITY COLLEGE: A place where education, student life, athletics and health are great for each other.
## Edmonds Community College

### I. CAMPUS FACILITIES

<table>
<thead>
<tr>
<th>TYPE OF FACILITY</th>
<th>Regular Room Rates</th>
<th>Discounted Room Rates</th>
<th>Plus</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1st 4 hours</td>
<td>Hourly Rate</td>
<td>after 4 hours</td>
</tr>
<tr>
<td>A. Classrooms and Meeting Rooms</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classroom</td>
<td>$91</td>
<td>$20</td>
<td>$68</td>
</tr>
<tr>
<td>Conference Room</td>
<td>$91</td>
<td>$20</td>
<td>$68</td>
</tr>
<tr>
<td>Snohomish Hall Board Room (SNH 304)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SNH 304A</td>
<td>$390</td>
<td>$78</td>
<td>$293</td>
</tr>
<tr>
<td>SNH 304B</td>
<td>$260</td>
<td>$52</td>
<td>$195</td>
</tr>
<tr>
<td>Mill Creek Room (music recording rooms)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$143</td>
<td>$39</td>
<td>$107</td>
</tr>
<tr>
<td>Mill Creek Room</td>
<td>$98</td>
<td>$59</td>
<td>$72</td>
</tr>
</tbody>
</table>

| B. Conference Facilities | | | | | | |
| Triton Marketplace (BRI 103) | $260 | $52 | $195 | $30 | $40 |
| College Café (BRI 105) | $228 | $46 | $171 | $26 | $40 |
| WWY 202* | $650 | $104 | $536 | $60 | $- |
| WWY 202 A/B* | $358 | $52 | $293 | $30 | $- |

| C. Computer Labs | | | |
| Computer Lab (PC) | $520 | $130 | $390 | $75 | $50 |
| Video Conference, ITV via ISDN only (hourly rate)** | | | | | |
| Video Conference, ITV via ISDN only (hourly rate)** | $130 | $130 | $65 | $10 |

*The standard theater style set up for WWY 202 includes 144 seats, microphone and podium and the standard banquet style includes 18 tables for 8, microphone and podium. Special requests will be charged $75 for WWY 202 and $50 for WWY A or B.

** Available through Central Washington University Lynwood (SQL Hall). Cost means University's distance learning fee.

### II. PLAYING FIELDS AND GYMNASIUM

<table>
<thead>
<tr>
<th>TYPE OF FACILITY</th>
<th>Standard Facility Rates</th>
<th>Game Rate (Field Time)</th>
<th>Day Rate</th>
<th>Admin Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hourly Rate</td>
<td>4 Hour Rate</td>
<td>3 hours</td>
<td>15 Hrs max</td>
</tr>
<tr>
<td>Athletic Field</td>
<td>$75</td>
<td>N/A</td>
<td>$175</td>
<td>$750</td>
</tr>
<tr>
<td>Indoor Hitting Facility</td>
<td>$55</td>
<td>N/A</td>
<td>N/A</td>
<td>$500</td>
</tr>
<tr>
<td>Seaview Gymnasium (SEA 118)</td>
<td>$70</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Seaview Classroom (SEA 101)</td>
<td>$30</td>
<td>$100</td>
<td>N/A</td>
<td>$200</td>
</tr>
<tr>
<td>Seaview Athletics (SEA 119)</td>
<td>$30</td>
<td>$100</td>
<td>N/A</td>
<td>$200</td>
</tr>
<tr>
<td>Seaview Weight Room (SEA 121)</td>
<td>$45</td>
<td>$150</td>
<td>N/A</td>
<td>$300</td>
</tr>
<tr>
<td>Outdoor Athletic Court</td>
<td>$20</td>
<td>$60</td>
<td>N/A</td>
<td>$100</td>
</tr>
<tr>
<td>Indoor/Outdoor Concession Fee</td>
<td>$20</td>
<td>$60</td>
<td>N/A</td>
<td>$100</td>
</tr>
</tbody>
</table>

Additional Fees May Apply (Please contact the Athletic Department for additional information):
- Overtime Fee (Billed twice the hourly rate for events that go over their scheduled request)
- Site Supervisor ($15/hr)
- Event staff if requested ($10/hr)
- Scoreboard operators ($10/hr)
- Custodial Fees (billed after the event)
- Security (billed after the event)
- Concession Stand(s) Sanitation Fee ($20 per day)

There is limited custodial service on campus, and based on the expected headcount, additional workers may be brought in, at the renter’s expense. This will be determined by our Facilities or Custodial Manager, and the renter will be notified if it becomes necessary either before or after the event. If Edmonds Community College views your activity as high risk, additional security may be required at the customer’s expense. Please review the “Agreement to Indemnify” section of the contract.

Effective July 1, 2010
## III. BUSINESS AND TRAINING CENTER (BTC):

<table>
<thead>
<tr>
<th>TYPE OF FACILITY</th>
<th>Hourly</th>
<th>Daily</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Labs (up to 16 computers with one instructor station)</td>
<td>$163</td>
<td>$715</td>
</tr>
<tr>
<td>Large Classroom (capacity 28)</td>
<td>$65</td>
<td>$325</td>
</tr>
<tr>
<td>Conference Room</td>
<td>$59</td>
<td>$260</td>
</tr>
</tbody>
</table>

*Rates apply to all organizations. Daily rates for all are based on an 8-hour block of time. All rooms are subject to a minimum 2-hour booking.

## IV. EDMONDS CONFERENCE CENTER: Hourly/Daily Rates*

*Rates apply to all organizations. See Appendix B for detailed listing

## V. AUDIO VISUAL EQUIPMENT

<table>
<thead>
<tr>
<th>Description</th>
<th>Daily Rates</th>
<th>Hourly Rates</th>
<th>Add'l Supplies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Usage and Data Projection in Classrooms</td>
<td>$39</td>
<td>$91</td>
<td>$100</td>
</tr>
<tr>
<td>Audio Visual (Media) Production</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technician (1 hour minimum and 15 minute increments thereafter)</td>
<td>$52</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Up to 4 microphones</td>
<td>$52</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Effective July 1, 2010
OUTDOOR PLAYFIELD GAME TIME SCHEDULE

PLEASE NOTE THAT “ALL” GAMES FOLLOW THIS FORMAT
(Unless pre-approved and your confirmation shows otherwise)

<table>
<thead>
<tr>
<th>Field Prep Time:</th>
<th>Warm-Up Time:</th>
<th>Game Start Time:</th>
<th>Game Must-End Time:</th>
<th>Off The Field Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:30-7:30 AM</td>
<td>7:30 AM</td>
<td>8:00 AM</td>
<td>10:15 AM</td>
<td>10:30 AM</td>
</tr>
<tr>
<td>10:30 – 11 AM</td>
<td>10:30 AM</td>
<td>11:00 AM</td>
<td>1:15 PM</td>
<td>1:30 PM</td>
</tr>
<tr>
<td>1:30 – 2 PM</td>
<td>1:30 PM</td>
<td>2:00 PM</td>
<td>4:15 PM</td>
<td>4:30 PM</td>
</tr>
<tr>
<td>4:30 – 5 PM</td>
<td>4:30 PM</td>
<td>5:00 PM</td>
<td>7:15 PM</td>
<td>7:30 PM</td>
</tr>
<tr>
<td>7:30 – 8 PM</td>
<td>7:30 PM</td>
<td>8:00 PM</td>
<td>10:15 PM</td>
<td>10:30 PM</td>
</tr>
</tbody>
</table>

THE USE OF THE INDOOR HITTING FACILITY and/or EXTRA PRACTICE TIMES REQUIRES A SEPARATE RENTAL CONTRACT

PLEASE BRING YOUR CONFIRMATION WITH YOU FOR YOUR EVENT(S)

Contact Phone Numbers:

Campus Security: (425) 754-0154
Athletic Department: (425) 640-1415
Athletic Operations Manager: (425) 640-1507

Revised 4/20/11