Room Scheduling Procedures
At Edmonds Community College

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SCHEDULING OFFICE PHONE NUMBER/HOURS:
425.640.1781 (M-TH 8-12) Snohomish 350

CAMPUS HOURS:
• Campus regular operating hours, Monday through Thursday: 7am-10pm; Friday: 7am-5pm
• Campus extended operating hours, Friday: 5pm-10pm; Saturday & Sunday 7am-10pm.
• Campus special operating hours. During the summer, in an effort to consolidate energy, the scheduling office closes on Fridays at noon.

PRIORITY BOOKING:
Please note: classes have priority over ad hoc meetings or special events in classrooms. There are times when a class is moved from one room to another, thereby bumping an event out. It is never the intention of the scheduling office to do this, but sometimes it is necessary; effort will be made to communicate promptly, and to find a reasonable replacement.

ADVERTISING YOUR EVENT:
Many times, our guests want to advertise a large event to draw interest. Please bear in mind the following information before doing so:
• Please include a phone number where your guests can call for information. Under no circumstance may you use an Edmonds Community College phone number
• It is prohibited by copyright law to use the Edmonds Community College logo in any form of advertising. To do so will cause your event to be cancelled immediately
• For information on using the Edmonds Community College logo, please contact College Relations
• The website link to our campus map may be given out, to assist in locating the College: http://campus.edcc.edu. Be aware this link may change at any time

GUIDELINES TO SCHEDULING:
• Please fill out the room scheduling request form entirely, printing clearly.
• Allow 5 days for first response; more complex event planning may require additional time for confirmation
• For time-sensitive events, hand-carry and give directly to scheduler in Snohomish 350. Go to http://campus.edcc.edu for directions
• When naming an event, use the event name you are using to market the event. Avoid the use of acronyms. Remember what is put on the form goes into the computer; what is communicated to the attendees needs to be the same information. If someone is looking for the Diversity Forum, and the event is labeled “All Campus Meeting” in the computer, that person will not find the meeting easily
• When signing this form, the indemnity clause comes into effect. As requestor, your organization or department is liable for all damage/misuse of campus resources associated with the reservation.

• **PLEASE include a headcount.** Your event cannot be booked without this information, so paperwork will be sent back.

• Please contact the Scheduling Coordinator by email, returning the previously emailed confirmation for any changes/cancellations of meetings.

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**CONFIRMATIONS:**

Off-campus requestors will receive confirmation via email. Please have the latest confirmation in hand at your event.

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**FEES/NON-PROFIT/FOR PROFIT GUIDELINES:**

The following are guidelines for assessing fees, determining whether or not an agency is non-profit, etc.

- **College Organization.** Shall mean and include those committees or entities established under college policies, the academic units of the college, the Associated Students of Edmonds Community College and the College Foundation.

- **Nonprofit Organization.** An organization recognized as a bonafide nonprofit organization having 501.C.3 tax status whose activities are of general community interest and are not organized as a profit-making venture. This includes other public entities. They are eligible for a discounted room rental rate. Please include a copy of your proof of nonprofit status with your completed request form.

- **Private Party and/or Profit-Making Organization.** An individual, group or organization not directly affiliated with the college which represents the interests of private individuals or a for-profit organization.

- **To inquire about specific fee information,** please bear in mind the above tax status information. It will help to have the following details ready: what kind of space is wanted, number of attendees, and dates/days being considered.

- **Most rental fees** are based on an initial 4-hour reservation, and then rented by the hour. Some spaces require a set-up/clean-up or custodial fee. Please inquire. All fees are payable upon confirmation of reservation and are required one week prior to the first reservation date. We reserve the right to cancel an event one week prior if payment is not received.

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**SERVICE REQUESTS:**

- **Catering/Food Service:** Edmonds Community College has an exclusive catering contract with EdCC Catering for catering food service on campus. This means EdCC Catering has first right of refusal on all beverage/food service needs. This applies to both on campus and off campus users.

- **Computer Labs:** Internal Use Only: Please indicate any specific needs on request form. Computer labs are not available for outside rental at this time.

- **Technology Needs:** Please indicate your technology needs on the request form.

- **Parking:** Parking is limited across campus. Please indicate your parking needs on the request form.

- **Security:** Security has limited staff on campus and uses the same data to know what is happening on campus that we use to book events. In many cases, it is good to have a
confirmation in hand in order to facilitate opening/closing rooms. This is especially important for events scheduled at the last minute

**Security staff locks down the college at 10pm.** Please plan your events accordingly. (For events ending later than 10pm, talk to Lew Latimer about the Center for Student Engagement; and Spencer Stark about anything pertaining to the Gymnasium, indoor hitting cage, or playfields.)

- **SetUp or TearDown Assistance:** Custodial has very limited personnel to assist in pre/post-event activity. *Please plan extra time on your Room Scheduling request form* to do what is needed to prepare or conclude your event. Please note also that furniture requests through Custodial must be done well in advance. Fees may apply

### SPACE REQUIRING PRIOR APPROVAL/AREA DIRECTOR:

This means if you need something other than a regular classroom, conference room, or building lobbies, there will be additional people involved, and a little more time needed:

- Building Lobbies (Vending space): x1781
- College Cafe: CATERING x1305
- Computer Labs: ACS, x1105
- Courtyard (Vending space): CSEL x1581
- Gymnasium (900 capacity): Athletics, ATHL x1415
- Indoor Hitting Facility: Athletics, ATHL x1415
- LYN 312 (Library Conf. Room) 15 capacity. LRNRES x1146
  **Edmonds CC Identification required to enter this room**
- Mill Creek Hall: MUS x1417
- Athletic Playfields: Athletics, ATHL x1415
- Snoqualmie Conference room/Classrooms: CWU x66-3770
- Triton Marketplace (Cafeteria): CATERING x1305
- WWY 202 250 capacity. CATERING x1305

### CAMPUS NUMBERS (425.640.):

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>General Scheduling Needs</td>
<td>x1781</td>
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<tr>
<td>Courtyard, Student Programs spaces</td>
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<td>Catering/WWY spaces</td>
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<td>Technology Needs</td>
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<td>Gym, Indoor Hitting Facility, Playfields</td>
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<td>General Information</td>
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