



# ROOM SCHEDULING REQUEST

20000 68<sup>th</sup> Avenue West, Lynnwood, WA 98036 425-640-1619 or 425-640-1509  
Security Cellular Phone: 1-425-754-0192 (Day)/ 1-425-754-0154 (Night/Weekend)  
<http://www.edcc.edu/>

REFERENCE #

Person Scheduling Event \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Address/Department \_\_\_\_\_ City/State/Zip \_\_\_\_\_ (As Applicable)

Title of Activity \_\_\_\_\_ (As will appear on Master Calendar) Type of Activity \_\_\_\_\_ (MEETING/FESTIVAL/CLASS-RELATED/SOCIAL/LECTURE, ETC)

Organization Sponsoring Activity \_\_\_\_\_

Non-Profit Organization: No  Yes  **Must provide Proof of 501.C.3 tax status** Day(s): M T W Th F Sa Su

Set Up Time Needed: \_\_\_\_\_ (hr/min) Start time: \_\_\_\_\_ am/pm

Tear down Time Needed: \_\_\_\_\_ (hr/min) End time: \_\_\_\_\_ am/pm

Date(s) \_\_\_\_\_

Date of Request \_\_\_\_\_ Signature of Person Scheduling Event \_\_\_\_\_ Head Count \_\_\_\_\_ (required)

Internal Users: By signing this document, requestor agrees to comply with the stated terms and conditions on the second page.

**General Meeting Space Requirements:**  Conference Room  General Purpose classroom\*

Specific Room(s) Requested \_\_\_\_\_ Rate: \$ \_\_\_\_\_  
RATE -- PROFIT/NON-PROFIT (Circle one)

Room Requirements: \_\_\_\_\_

\*Classrooms in Snoqualmie Hall require additional signature below in **Other Space Needs/Dept to Contact**.

Please consider this form an **invoice**; make checks payable to **Edmonds Community College** and mail payment **Attn: Scheduling Coordinator**

### Athletics Events Requirements: \*\*\*

- Concession stand (gymnasium) \*\*
- Gymnasium
- Play Field
- Training Room
- Concession stand (play field) \*\*
- Indoor Hitting Field
- Seaview Classroom
- Sanitation Fee\*\*

\*\*All Concession rentals assessed \$20 cleaning fee per usage

### Catering Requests:

Edmonds CC's Culinary Arts is the exclusive **Caterer** for Edmonds Community College. Please call 640-1305 for more information.

AREA DIRECTOR SIGNATURE \_\_\_\_\_ \$ \_\_\_\_\_ RATE -- PROFIT/NON-PROFIT (circle one)

\*\*\*Please consider this form an **invoice**; make checks payable to: **Edmonds Community College** and mail payment **Attn: KAREN THIELKE**

### Space Requiring Office of Student Life Area Approval:

- Brier Cafeteria
- Courtyard
- Mulligan's
- Triton Union Building
- Vendor Space

All media equipment requests go to Media Svcs. Please call 640-1446 for more information.

Student Club Advisor Signature: \_\_\_\_\_

AREA DIRECTOR SIGNATURE \_\_\_\_\_ \$ \_\_\_\_\_ RATE -- PROFIT/NON-PROFIT (circle one) STUDENT PROGRAMS SIGNATURE \_\_\_\_\_

Other Space Needs/Dept to Contact:	Signature Required	Fee:
<input type="checkbox"/> COLLEGE CAFÉ (CULINARY ARTS) x1305	_____	\$ _____
<input type="checkbox"/> COMPUTER LAB (COMPLAB) x1105	_____	\$ _____
<input type="checkbox"/> LIBRARY CONFERENCE ROOM (LRNRES) x1527	_____	\$ _____
<input type="checkbox"/> MILL CREEK ROOMS (MUSIC) x1650	_____	\$ _____
<input type="checkbox"/> SNOQUALMIE HALL ROOMS (CWU) x663770	_____	\$ _____
<input type="checkbox"/> TELECONFERENCE ROOM (MEDIA SVC) x1082	_____	\$ _____
<input type="checkbox"/> ODET CLASSROOM / HR INTERVIEW ROOM 120 (x1085) 121 (x1470)	_____	\$ _____

### Final Approval

Date \_\_\_\_\_ Scheduling Coordinator \_\_\_\_\_ Facility Assigned \_\_\_\_\_

NP Requested: \_\_\_\_\_ Due: \_\_\_\_\_ C/I Requested: \_\_\_\_\_ Due: \_\_\_\_\_ End Date: \_\_\_\_\_

FILING UNDER \_\_\_\_\_

**External Users:** Please sign both sides of document

## **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 as 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***  
**EXTERNAL USERS ONLY**

***Date***