

# Terms and Conditions

## POLICY BASICS

**Estimates:** The estimated charges outlined on the Reservation Confirmation are broken down into three main groups: room rental, audiovisual equipment, and labor. Room rental starts once event setup begins and lasts until event teardown is complete and the facility is locked. The final invoice amount may differ from those shown due to changes involving actual room rental, audiovisual equipment usage, labor required, and/or other additional charges. Equipment listed on this estimate will be billed regardless of use on the day of the event.

**Payment:** The total charges listed above are estimated. Following this reservation, a final invoice will be calculated and sent to the client via email. If paying by SSC budget number, the final invoice amount will be billed to the budget number listed above.

**Details:** Reservation details - including but not limited to: timing, room setup, and audiovisual equipment required - must be submitted at least two weeks prior to this reservation. Failure to do so may result in the cancellation of this reservation or the addition of a \$50 Short Notice Fee.

**Cancellation:** Requests to cancel your event must be submitted in writing. Once the Reservation Confirmation document is signed and returned to our office, cancellation fees are assessed for each booking - per room per day - as outlined in the cancellation section below.

## ESSENTIAL INFORMATION

**A/V Equipment:** A comprehensive list of audiovisual equipment rates can be found in the contract. Our office cannot guarantee availability of all audiovisual equipment items and we reserve the right to substitute your requests with similar items if necessary. All third-party audiovisual equipment brought to the facility must be approved by our office and operate independently. We do not permit third-party equipment to be combined or used in conjunction with audiovisual equipment provided by our office. Any specific power requirements should be communicated to our office at least two weeks in advance.

**Accommodation:** Please contact the SSC Disability Services Office at 206.934.5137 or [Rose.Kolovrat@seattlecolleges.edu](mailto:Rose.Kolovrat@seattlecolleges.edu) regarding special accommodation requests for your event.

**Candles:** Candles are not permitted in our facilities under any circumstances. We recommend simulated, LED candles if they are needed.

**Cleaning:** The client is responsible for disposing of left over materials, signage, food waste, etc. in the provided receptacles at the conclusion of your event. Items that do not fit in the provided receptacles must be taken off-site by client OR taken to building loading dock bins. A fee may be assessed for cleaning if the room or building is left in an unsatisfactory condition.

**Concerts/Performances:** Event Personnel are required for all concerts, performances and/or other such events as deemed necessary by the College. The decibel level within the room may not exceed 100 decibels.

**Copyright Issues:** Prior authorization must be obtained for all material shown or distributed which is not owned by you or your organization. Proof of that authorization to show or distribute such material is required (2) weeks prior to the event. If documentation is not provided the event will be cancelled per our cancellation policies. Our office will assume no responsibility for material shown or distributed without proper authorization.

**Course Special Requests:** During a building's assigned class-use hours, rooms may be reserved at no charge for credit-generating courses that are attended only by students enrolled in the course.

**Decorations/Signs:** Tape, nails, tacks, and/or confetti are not allowed. Signs may not be attached to painted, fabric or wood surfaces. If balloons are released to the ceiling, a fee will apply for their removal. Any damages caused by decorations will incur charges related to repair.

**Extended Hours Fee:** If an event goes past the scheduled event end time as outlined in reservation documentation, an additional charge will be assessed on top of additional room/labor fees at their established rate as follows: **ALL EVENTS MUST END AT 11PM** so staff can clean and reset the room as needed. Security will lock campus at midnight.

**Facility Tour & Equipment Testing:** Visiting the facility and testing the installed audiovisual equipment prior to the event is recommended. A 30-minute facility tour is included with your reservation. Event rehearsals are not included in the reservation and any support required for rehearsals are subject to additional charges. Facility tours in excess of 30 minutes will be billed at the standard rates.

**Fire Code Regulations:** Fire codes are strictly enforced. Room entrances will be locked once maximum capacity is reached. No individuals or items may block the aisles, entry and/or exit ways any time during an event.

**Alcohol:** The sale of alcohol on college grounds will require a "special occasion license" that must be clearly displayed. Non-sale or hosted bars require a "banquet permit". These can be acquired online and must be obtained before the beginning of service. During events servicing alcohol, a designated campus security officer will be scheduled during the duration of the event at a rate of \$50.00 per hour.

**Alcohol Extra Security:** A security officer will be scheduled during events that serve alcohol at \$50 per hour with a minimum of 4 hours. These hours will be included in the contract as needed.

<https://lcb.wa.gov/licensing/special-occasion-licenses>

**Furniture Moving:** Furniture may be removed from certain rooms for a fee of \$50 if prearranged with our office. All classrooms must be returned to their default configuration after an event. If rooms are not returned to default configuration, a \$50 per room fee will be assessed in addition to the hourly labor rates required to reset each room. Seattle Colleges Furniture may not be removed from campus for any reason.

**Insurance:** When an event involves physical activity, the sale of alcohol, or otherwise will increase the risk of bodily injury above the level inherent in the facilities to be used, proof of appropriate liability insurance coverage with limits of at least \$1,000,000 per occurrence must be provided to the SSC Business Services Office before approval for the requested use will be granted. User shall, at its cost and expense, carry and maintain general liability insurance covering all claims for bodily injury, personal injury, death or property damage that may arise from or relate to such usage. This insurance shall include coverage of all claims that may be caused by or result from any act, omission, or negligence of (a) User or any of its officers, agents, representatives, or assigns or (b) any person who uses, the Facility under this Agreement. The limits of this liability insurance shall not be less than as follows: General Aggregate Limit **\$2,000,000**; Each Occurrence **\$1,000,000.00**; Fire Damage (any one fire) **\$100,000**. Such insurance shall name Seattle Community College District 6, an educational institution of the State of Washington, as an additional insured, and shall not be reduced or canceled without sixty (60) days prior written notice to the District. Written proof of such insurance shall be provided upon request.

**Lobby Use:** Use of lobby space is provided in conjunction with room rental. We are only able to guarantee the lobby space in front of the room you have reserved. If additional lobby space is required, it may be necessary for you to reserve additional rooms.

**Parking:** Specific event parking arrangements can be made by contacting Brockey Services at 206.934.6613 or [Matthew.Dimeo@seattlecolleges.edu](mailto:Matthew.Dimeo@seattlecolleges.edu). For clients that do not host parking, guests can pay at the designated parking payment kiosks.

**Power:** Events with specific or significant power requirements must make prior arrangements. Requests that are not made in advance cannot be honored.

**Registered Student Organizations:** Registered Student Organizations (RSO's) must notify their advisor of each reservation. RSO reservations are required to pre-pay for their event unless receiving budget authorization. If budget authorization is expected, written notification from the advisor is required prior to the event. The appropriate budget information must be submitted to the Business Services office a minimum of two (2) business days prior to the first event date.

**Security:** If the subject matter of an event is considered controversial and/or the event otherwise requires heightened security, SSC Security must be contacted to assess the scope of security needs.

required. SSC Security may require that bag checkers and/or other security measures be put in place. Requirements of SSC Security are mandatory and you will be charged for all costs incurred as a result of your event. Possession or use of firearms on campus is prohibited.

**Short Notice Requests:** Our office attempts to accommodate short notice requests to the best of our ability. However, when changes are requested less than (2) weeks prior to an event, a Short Notice Fee (\$25, \$50, or \$100) may be applied. Such a fee applies to, but is not limited to, the following: audiovisual equipment, labor, event setup, and/or event timing changes. This fee may also apply to reservation requests within the advance notice requirement.

**Smoking:** South Seattle College is a smoke-free campus. Please refer to the map of designated smoking locations.

**Tentative Reservations:** Rooms may be tentatively held for up to two weeks only. If another group is interested in the same space, you will be contacted and given two (2) business days to either confirm or release your reservation. Tentative reservations for events less than one month in advance will be held for two (1) business days.

**Ticketing:** No restrictions on ticketing, however, events which are ticketed and open to the public must collect sales tax as required by the City of Seattle.

## **CANCELLATION**

Requests to cancel your event must be submitted in writing. Once the Reservation Confirmation document is signed and returned to our office, cancellation fees are assessed for each booking - per room per day - as follows:

21 - 30 Days Prior to Event: 25% of Est. Room(s) Rental OR \$50 Processing Fee (whichever is greater)

0 - 20 Days Prior to Event: 50% of Est. Room(s) Rental OR \$50 Processing Fee (whichever is greater)

At SSC's discretion, cancellation fees may be waived if the same event is rescheduled once within 90 days of the original event date.

### **Off Campus Organizations**

SSC departments, Registered Student Organizations and faculty/staff may make a reservation without a Request for Use of SSC Facilities form if the event is only attended by College members. Events which are open to the public and are required to submit a request through 25Live. This form must be completed and fully approved prior to the event.

The purpose of the reservation in 25Live is to ensure that all facilities operated by SSC are reserved primarily for educational use including, but not limited to, instruction, research, public assembly, student activities, and recreational activities related to educational use. Further, each facility may be used for a variety of activities, so long as the primary function the facility was intended to serve is protected.

### **Food Service**

**Permitted Areas:** Light refreshments and non-alcoholic beverages are permitted in the lobby areas. Full food and beverage services may be held at Brockey. Event catering may be provided by Brockey Catering or any other caterer of your choice. If your preference is to utilize off campus catering services, approval for Temporary Food Service may be required. Food is not allowed in carpeted classrooms or auditoriums. Beverages must be covered with a lid in order to be consumed

in carpeted classrooms or auditoriums. Final setup arrangements must be submitted to our office at least (2) weeks prior to the event.

**Brockey:** South Seattle College has its own on-site catering service. Please contact Brockey Catering directly at 206.934.6619 (or go online to [www.southseattlecollege.edu/brockeycenter/](http://www.southseattlecollege.edu/brockeycenter/) for a full list of their services and costs.

**Boxed Lunches:** Sack lunches are preferred over boxed lunches. Boxed lunches create additional waste and require additional receptacles and labor to service. If boxed lunches are served, our office must be explicitly informed at least (2) weeks in advance. We ask that you meet your caterer upon arrival and remain with the food for the duration of food service. Event attendees may eat in the reserved room - if allowed - or outside the building. To maintain a safe environment for all, we ask that attendees not eat in the lobbies or stairways. Keeping these areas clear will also benefit other events taking place in the building.

**Facility Tour:** Off-campus caterers are encouraged to tour the facility prior to the event to determine room setup as well as the time needed for setup.

**Food Preparation:** All food must be prepared off-site. However, a staging area is available only in Brockey kitchen. This area contains a large sink, hot water tap, table space, and a full-sized refrigerator. Use of the staging area requires a reservation in Brockey. Coffee service must come prepared and served in warmers. Coffee brewers/makers are not allowed. Coffee carts are allowed with the outlet requirement of 110/120 Volts and the floor must be protected by a floor or carpet mat. Special power needs must be arranged in advance by contacting our office.

**Garbage/Recycle:** Receptacles for garbage and recycling are provided in all buildings. Extra receptacles may be ordered by contacting our office in advance. You are responsible for disposing of left over materials, signage, food waste, etc. in the provided receptacles. Items that do not fit in the provided receptacles must be taken off-site by client OR taken to building loading dock bins. A cleaning fee may be assessed if the room or building is left in an unsatisfactory condition.

## **Alcoholic Beverages**

**Permitted Areas:** Alcoholic beverages may be served in the Brockey Center. Serving alcoholic beverages requires approval from the South Seattle College and a State of Washington Banquet Permit or Special Occasion License or Caterer's Business License with Liquor Endorsement.

**Alcohol Service Request:** Alcoholic beverage may be possessed, sold, served and consumed within College facilities only when the appropriate approvals and permits have been obtained. Once the correct approvals and permits have been obtained, all SSC policies, Washington State laws and Washington State Liquor Control Board regulations must be followed during the event.

**Posting of Approved Permit:** The appropriate, approved permits must be posted in a conspicuous location for the duration of the event. If there is no permit, the Event Assistant will not allow liquor to be served.

**Disposal:** You and/or your caterer are responsible for the disposal of all bottles, containers and excess trash as a result of alcoholic beverage service. Bottles and boxes must be transported off site OR taken to building loading dock bins by the caterer/bartender.

**Alcoholic Beverage Cut-Off:** Brockey Center bars and bartenders will end service no later than 10pm. Brockey management can cut off alcohol service at any time throughout the service period if guests become visibly inebriated, security advises to do so, or if any issues arise. Management, or campus security has full discretion to end alcohol service at any time.