



EDMONDS COLLEGE ATHLETICS FACILITY RENTAL PACKET

Thank you for considering Triton athletic facilities to host your practice, game, or event. Below is a checklist of the requirements needed in order to confirm your date(s) and time(s). In order to officially reserve your request, payment is required -- if the total bill for your facility rental agreement is greater than \$1,000, 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 10 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.

Checklist of required information/items to be submitted:

- Event Space Request Form.
- Triton Athletic Dates & Times Request Form.
- Seaview Hall & Athletic Facility Check-Out & Check-In Amenities Form (if needed).
- Signed Agreement to Indemnify Form.
- Current Commercial event(s) insurance sent to the Edmonds College Assistant Athletic Director which reflects the rental date(s) and lists Edmonds College as the "Additional Insured." (Liability coverage limits must be equal or greater than \$2,000,000).
- Copy of Food Handler's Permit(s) if renting the indoor concessions and serving hot food.

- Events with large groups that are considered high risk by the college may require an event manager to be present during the activity. Please contact our office to determine if additional security charges will apply to your event.
 - o **Please Note:** Customers are expected to clean-up after their event. In the event that additional custodial services or security or police officer coverage are needed without a prior request, the college reserves the right to charge for all additional expenses plus a \$50 administration fee.

In the event that you need assistance, please contact the following:

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|--|------------------------|----------------------|
| <input type="checkbox"/> Assistant Athletic Director/Facility Manager: | Office: (425) 640-1615 | Cell: (425) 275-6233 |
| <input type="checkbox"/> Campus Security: | Office: (425) 640-1501 | Cell: (425) 754-0154 |
| <input type="checkbox"/> Athletic Director: | Office: (425) 640-1046 | Cell: (425) 280-8338 |

Please contact us at athletics@edmonds.edu or call (425) 640-1415 to schedule a time to visit our facilities, or if you have questions you would like answered in person.

Thank you for considering our athletic facilities at Edmonds College.

Edmonds College Athletics

Connect with us:

www.edmondstritons.com

Follow us on Social Media (Facebook, Twitter & Instagram): @EdmondsTritons

Rental Information

The Edmonds College Athletic Department rents the following areas (Please see APPENDIX A for pricing):

- Seaview Gym Aerobic Room (SEA 119) – 35 capacity
- Seaview Gymnasium main court (SEA 118) – 900 capacity
- Seaview Gym Classroom (SEA 101) – 35 capacity
- Seaview Gym Weight Room (SEA 121) – 35 capacity
- Triton Field (PLY 001)
- Indoor Hitting Facility (IHF 100)
- Seaview Gym Indoor Concessions (SEA 103B) -- please see food handler permit requirements

Edmonds 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, we are then able to make available for rent the above spaces and services to our valued customers. Our facilities are regularly scheduled two sport seasons in advance.

The event space request form is required for each group of events scheduled at the same time, and full payment is due at the time of the facility rental request if the total is not greater than \$1,000 to officially reserve your time. Each facility is rented individually – if you want to rent two different facilities at the same time, you must pay for both. Different fees are associated with each room(s)/facility, or service listed above. Please see APPENDIX A for pricing information.

Weight Room Rentals:

Due to the additional liability exposures associated with weight room activities and the potential risk of injuries associated with aerobic and anaerobic activities, **Edmonds College does not rent the weight room for athletic, aerobic, anaerobic, or physical activities.** By signing the **agreement to indemnify** in this packet, you accept responsibility for any activities that are prohibited from taking place in the weight room during your rental times.

Cancellation Policy: All rental reservation cancellations must be in writing and received prior to the following deadlines or facility payments will be forfeited and any remaining balances will be owed. Weather-approved cancellations 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 College Athletic Department require a Certificate of Insurance, naming **Edmonds College** as additionally insured (see more detailed information in this packet regarding insurance requirements).

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 the athletic administration, custodial manager, Edmonds College security requirements, and the renter will be notified if they become necessary either before or after the event. If Edmonds College deems 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.

Copy of Letter Requesting Certificate of Insurance
{REQUIREMENT}

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 College as additional insured, issued by your insurance agent/broker. We request that the certificate provide a minimum of \$2,000,000.00 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 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 **10 business days in advance of the scheduled date**. If we do not receive appropriate proof of liability insurance in the stated time, your event will be canceled and you are responsible for any balances 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, scan/email, or fax the Certificate of Insurance to the Assistant Athletic Director, Rey Corujo at rey.corujo@edmonds.edu

Thank you,

Edmonds College Athletics
20000 68th Ave West
Lynnwood, WA 98036

Phone: 425.640.1415

Fax: 425.640.1102

Email: athletics@edmonds.edu

Website: www.edmondstritons.com



TEACHING | LEARNING | COMMUNITY

Edmonds College Athletics Facility Rental Rates – APPENDIX A

ATHLETIC VENUES	Maximum Capacity	Standard Facility Rates		Game Rate (Field Time)	Day Rate	Admin Fee
		Hourly Rate	Four-Hour Rate	Three-Hour Rate	15 Hours Maximum	Per Contract
Athletic Field / Triton Field (PLY 001)	200	85.00	N/A	200.00	850.00	40.00
Indoor Hitting Facility (IHF 100)	60	65.00	N/A	N/A	600.00	40.00
Seaview Aerobics (SEA 119)	35	30.00	100.00	N/A	200.00	40.00
Seaview Classroom (SEA 101)	35	40.00	130.00	N/A	260.00	40.00
Seaview Gymnasium (SEA 118)	900	75.00	N/A	N/A	N/A	40.00
Seaview Weight Room (SEA 121)	25	45.00	150.00	N/A	300.00	40.00
Indoor Concession Fee (SEA 103B)	N/A	20.00	60.00	N/A	100.00	10.00

ATHLETIC STAFFING	Minimum Advanced Request	Regular Hourly	Holiday Hourly	Per Occurrence
Security Officer – Edmonds College	21 days	65.00		
Security Officer – City of Lynnwood Police	30 days	100.00	125.00	
Security Officer – Snohomish County Sheriff	30 days	100.00		
Overtime Charges (30 minutes or more past event end time)		x2 Hourly Rate		
Event Manager	21 days	25.00		
Scoreboard Operator	21 days	18.00		
Custodial Staff	21 days	50.00		

The additional athletic staffing is determined by the athletic administration, custodial manager, Edmonds College security requirements, and the renter will be notified if they become necessary either before or after the event. If Edmonds College deems 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.

ORGANIZATION/INDIVIDUAL INFORMATION - Required Information

_____ Address _____

Contact Name* _____

_____ Email address _____

Company Name (if applicable) _____

Phone Number _____ Alternate Number _____

For Profit Organization Not for Profit Organization
(Not applicable for athletic facility rentals)

*Signature required on page 2

Business License number _____ **(Attach copy of your commercial business insurance certificate)**

EVENT INFORMATION - Required Information:

Event Title / Description of Activity

Type of Event

 (Meeting, Festival, Recruiting, Testing, etc.)

List All Dates Requested

Estimated Number of Attendees _____

Requested Date(s) Circle M T W Th F Sa Su

ADDITIONAL EVENT INFORMATION

Children on campus? Yes No	Food or Drink Served?* Yes No	Alcohol Served? Yes No	No Host Bar? Yes No (if yes, fee applies)	College computer usage? Yes No (if yes, fee applies)	Guest logon? Yes No
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SPACE REQUIREMENTS - Required Information

Specific Space Requested (if known)	Number of Rooms	Capacity Needed	Set up Time (if needed)	Actual Event Time	Tear Down Time (if needed)
Ex. WWY 202	1	200	1:45 pm	2:00 - 4:00 pm	4:30 pm

List any other information that will help us serve you (technology needs, etc.)

Reference Number: _____

TRITON ATHLETICS DATES & TIME REQUEST FORM

NAME OF ORGANIZATION:	REQUESTED FACILITY #S (SEE BELOW)	Times Requested for Each Facility	Amenities Requested for Each Facility	Other Recommendations Requested
Dates Requesting: Please list one event date per box below	1. Gymnasium 2. Aerobics Room 3. Classroom 4. Triton Field 5. Indoor Hitting Facility 6. Indoor Concession Stand 7. Weight room	Request must include your setup and takedown times.	Some amenities may be provided at no additional charge. Please list your requests below and we will research them for you.	Any additional needs that we might be able to help you with?
<i>Example: 01/12/08</i>	1, 2 & 3	7am – 4pm	6 Basketball hoops down	12 chairs available in classroom
<i>Example: 7/15/00</i>	4	5pm & 8pm game time	Prep for baseball	
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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 College, hereinafter referred to as the "College."

WHEREAS, the Organization wishes to rent and/or utilize certain facilities belonging to Edmonds' 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

SECURITY CELL PHONE: 1-425-754-0154

Mail Payment to: Edmonds College Athletics, Attn: Rey Corujo, Assistant Athletic Director, 20000 68th AVE W - Lynnwood, WA 98036

Seaview Hall & Athletic Facility Check-Out & 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.

Item	Replacement Cost	Returned	Comments	Staff Initials
Folding Chairs (#) or	\$30 each			
Tables (#) or	\$60 each			
Portable electronic scoreboard	\$750 or actual cost			
Game day Daktronics scoreboard console	\$3,500 or actual cost			
PA access	\$50 min. fee or actual repair cost if left on after event or damaged.			
Extension Cord	\$20 each			
Mic/cord	\$60			

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 College Athletics in the event of damage or loss of the items.

Customer or Staff Signature: _____ date _____

Organization _____ date of facility rental _____

Triton Field Rules and Fine Policy Amendment

As a renter of Triton Field, you assume responsibility for the groups that use our facilities during the time you pay for the field. This includes teams that may not be affiliated with your organization (leagues, tournaments, visiting teams, etc.).

Triton Field Rules are as follows: There will be no use of sunflower seeds or gum, no tobacco, no metal spikes, no food, no pets, and no chairs on the turf. The restrooms, which are located on the east side of the Seaview Gymnasium, will be open 30 minutes before the scheduled rental time is to begin. Urinating anywhere on campus will serve as a violation of our rules.

Please make your team aware (and the other teams renting our field under your contract) that we have cameras that cover all the premises around our athletic facilities. This includes inside and outside the indoor hitting facility, around Triton Field, and by the restrooms and around the gymnasium.

Violation of these rules will result in the following:

First offense – \$100 fine

Second offense – \$250 fine

Third offense – Termination of contract and/or loss of field use

As a renter of Edmonds College's Triton Field, I understand the rules listed above and agree to comply with the guidelines for using the field.

Date

Rey Corujo
Assistant Athletic Director, Edmonds College

Date

Name _____
Organization _____