

**EDMONDS COLLEGE  
OFF CAMPUS USER  
EVENT SPACE REQUEST FORM**

Scheduling Office: MS EVPI

20000 68<sup>TH</sup> Ave. W, Lynnwood, WA 98036

[edcc.edu/scheduling](http://edcc.edu/scheduling)



Today's Date: \_\_\_\_\_

**ORGANIZATION/INDIVIDUAL INFORMATION – Required Information**

Contact Name\* \_\_\_\_\_

Address \_\_\_\_\_

Company Name (if applicable) \_\_\_\_\_

Phone Number \_\_\_\_\_ Alternate Number \_\_\_\_\_

Email address \_\_\_\_\_

\*Signature required on page 2

☐ For Profit Organization ☐ Not for Profit Organization  
(Attach proof of non-profit status to this form)

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) M T W Th F Sa Su

**ADDITIONAL EVENT INFORMATION**

Children on campus	Food or Drink Served*	Alcohol Served	No Host Bar (fees apply)	College computer (fees apply)
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At this time, Edmonds College does not provide food services of any kind. Please work closely with your event coordinator to manage bringing food or drink services to campus.

**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: \_\_\_\_\_

## 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***