

Facilities Use

General Terms of Use

RENTER RESPONSIBILITIES

1. Renter is responsible for all damage or injuries to any person(s) or property resulting from the use of the Cascadia facilities. Insurance coverage is required.
2. Renter is responsible for the facility and is expected to prevent event abuse and enforce facility rules and regulations. Cascadia may close down an activity deemed a threat to the safety of the participants or the facility. If necessary, Cascadia representatives reserve the right to stop the serving of alcoholic beverages and/or clear the facility and end the event immediately.
3. Renter is financially responsible for the time needed to prepare the venue for use, including (but not limited to) equipment assembly, installation and take down of decorations, arrival and set up of catering service, entertainment and clean up.

CANCELLATIONS

- All cancellations shall be submitted in writing to the college.
- If cancellation is received or post marked within 6 months of reservation date, deposit shall be refunded in full.
- If cancellation is received or post marked less than 2 months prior to event reservation date, deposit will be kept by Cascadia.

SETUP AND CLEANUP

- Setup of college supplied seating and tables in standard configurations will be performed by Cascadia staff and is included in the facilities rental fee.
- The use of up to 6 garbage/recycling cans is included in the facilities rental fee.
- Breakdown of college-supplied furniture setup, emptying of trash cans after the event is over and vacuuming and normal post event cleaning of the facility are included in the facilities rental fee.
- In the event the facility requires more cleanup than normal after an event, additional fees shall be charged at a rate of \$80/hour. Additional charges may apply for repair and/or replacement of Cascadia property or equipment.
- Renters are responsible for removing all personal belongings, including, but not limited to food, beverages and all decorations immediately following the event.

FOOD AND CATERING

- Event organizers must use a catering service approved by Cascadia.
- There is no kitchen area. Food may not be prepared in Mobius Hall. Arrangements for access to the shipping/receiving area sink, counter and refrigerator for catering may be made with the approval of Cascadia staff.
- All catering vehicles are allowed to use load zones on campus for a 30 minute period in order to drop off or pick up materials. Catering vehicles are not allowed to stay in these zones throughout the course of an event.
- Caterers are responsible for cleanup of food and removal of food waste and trash during a catered event.

AUDIO VISUAL SERVICES

- Use of built in equipment (podium microphone, display screen, house speakers) is included in the rental fee. Audio visual support services shall be provided by Cascadia staff (or a Cascadia contracted vendor)

- for an additional fee.
- Arrangements for audio visual services must be made at least 3 weeks in advance of the event date.
- Event organizers may provide their own audio visual equipment, but this shall be subject to the approval of Cascadia. Cascadia must verify equipment compatibility prior to allowing the event organizer to provide their own audio visual equipment.
- Amplified sound shall not disrupt classroom activities or quiet enjoyment of their property by neighborhood residents.

PARKING

- All guests who park on campus shall be charged standard parking fees directly or indirectly.
- Arrangements can be made for the event organizer to reserve parking spaces for event guests for an amount equal to the standard parking rate per space plus a \$100 service fee.
- Arrangements can be made for the event organizer to distribute parking passes to event guests for an amount equal to the standard parking rate per space plus a \$50 service fee.

SECURITY

- Cascadia College reserves the right to require Campus Security staff or Bothell Police Officers be present at the event, at the expense of the Renter.

ALCOHOLIC BEVERAGES

If alcoholic beverages are to be served at the event, Renter must obtain a Washington State Banquet Permit.

- Alcohol may not be served to minors; ID's shall be checked, as appropriate to enforce this requirement, and must be provided by the event organizer.
- Alcoholic beverages cannot be served or sold at events or rentals, which are primarily designed for minors under the age of 21 years.
- Alcohol shall not be served to individuals who appear to be intoxicated.
- Alcohol may not be served or taken outside the venue.
- Renter must receive pre-approval by the Cascadia College president (or his/her designee) prior to alcohol being served (necessary forms can be obtained by Cascadia event coordinator).

DECORATIONS

- All decorations must be flame retardant. Use of glue, nails, tacks or staples is strictly forbidden. Painters tape may be used to hang decorations. No tape of any kind may be used on the floors.
- Open flame may only be used in College facilities to heat food (i.e. Sterno cans) or in conjunction with recognized religious activities. Incense may only be used in College facilities in conjunction with recognized religious activities. Any use of open flame requires prior approval, but electric candles may be used.
- Use of any type of glitter, confetti, mylar cutout, flower petal, rice or birdseed is strictly prohibited on the premises.
- The renter is responsible for the removal of all decorations and all other items brought on the premises.

OTHER SPECIFICS

- The number of occupants cannot exceed the posted capacity of the room or area. The user of the facility is responsible for limiting event attendance to meet this requirement. If event is planned to be at capacity, Security will be checking that fire codes are met throughout the duration of the event.
- Tables and chairs may not be removed from the building unless approved in writing by Cascadia.
- The Renter may not store items in any area of the Global Learning and Arts building either before or after the event unless approved in writing by Cascadia.
- Tickets may not be sold as an admission charge unless approved in writing by Cascadia.

- Smoking is not permitted anywhere indoors on the Cascadia campus; smoking is only permitted in designated outdoor locations on the campus.
- Gambling in any form will not be permitted unless the applicant has received prior approval from the President of Cascadia.
- Facility rental reservation rights cannot be transferred, assigned or sublet.
- Animals are not permitted in the building (except service dogs).
- Parking availability is not guaranteed and on any occasion may be limited.
- Young children attending events must be under the direct supervision/control of an adult 18 years of age or older at all times and in all areas.