

Event Planning Guidelines for External Rentals

Vice President for Instruction Office



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Audience: Campus Community and General Public

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Introduction

Classes at Edmonds College are given first priority access to space. In most other cases, events are scheduled on a first-come-first-serve basis.

The events management team reviews events for:

- alignment with campus mission and goals,
- conflict of interest with existing programming, and
- both resource and space availability.

Renter Responsibilities

Requesting a Space Rental

Email a signed event request form to scheduling@edmonds.edu or drop it off at Snohomish Hall, Room 350C.

Make sure to include set up and clean up time in your request, as well as any other resources you may need, such as technology, custodial services, security, and consumable deliverables (toilet paper, paper towels, etc.). Use the Event Planning Worksheet at the end of this document.

After reviewing your request, we may determine that additional services or supplies may be needed, which may incur additional charges.

Lead Time

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A reservation request must be in the scheduling office a minimum of four weeks in advance of the requested event date.

Rules on Space Use

- **No confetti or glitter at any time in any location.** Charges will be incurred for clean up and billed at current overtime rates for custodial services.
- **No propping doors open.** Doors must remain closed to ensure fire safety.
- **No smoke or fog machines.** These could set off smoke alarms.
- **Ensure attendees follow campus policies and appropriately use campus resources.**

Change Policy

Send reservation change requests to scheduling@edmonds.edu.

Lead Time

A reservation may be changed one time up to **three weeks before occurrence** without an additional charge. At the second change request, a fee of \$30 is accrued, and each subsequent change request will incur another \$30.

Cancellation Policy

Send room reservation cancellations to scheduling@edmonds.edu with the date, time, and reference number of the event. **If after hours or on the weekend**, the party scheduling the event will also need to notify the security department at (425) 754-0154 of the cancellation.

Lead Time

Renters who make cancellations with at least **48 hours' notice** will receive their deposit back less a \$30 cancellation fee. If notification of cancellation is provided with **less than 48 hours' notice**, no deposit will be refunded.

Payment

When a confirmation/invoice is sent, payment must be in the scheduling office at least two weeks prior to the first date of your event. Follow-up invoicing, that is, any charges incurred during the event and charged later, must be paid within 5 working days of receiving new charges. Outside groups must cover costs for **all services provided** by college staff, including costs for work that is performed outside normal shift hours or results in overtime. Cash or check is accepted.

Please write your reference number on the check and deliver to Snohomish Hall, Room 350C or mail to:
Edmonds College
ATTN: Scheduling, MS VPI
20000 68th Ave. W.
Lynnwood, WA 98036

Insurance

Insurance is required for all events that involve:

- athletics,
- children under the age of 18,
- service or trauma animals,
- alcohol,
- cars,
- or any valuable property.

Occasionally the security department will determine insurance is warranted outside these criteria.

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In all cases where insurance is required, policies must be made for a minimum of **\$2 million, naming Edmonds College as additionally insured. No Exceptions.** Send proof of insurance and your confirming code to scheduling@edmonds.edu or deliver in person to the Snohomish Hall, Room 350C.

Lead Time

Insurance must be sent to the scheduling office **15 business days** prior to the event, or the event is canceled.

Facility Services

Available resources include:

- custodial set up and tear down
- recycle and trash bins
- paper towels and toilet paper delivery
- folding tables
- facility generator and attending mechanic

Except as outlined as above, no other college-owned tools, materials, or consumable goods (masking/gaffers tape, etc.) shall be solicited from or rented out by college personnel.

Lead Time

Our facilities department requires **10 business days** advance notice to meet requested needs.

Security Services

- Security resources are requested through 25Live and are provided by our security department.
- 1-3 security personnel are needed on average. Locations and time may require the hiring of additional personnel.
- Equipment requirements:
 - Our security department will determine additional requirements.
 - May inform hiring of additional personnel.
 - See Room Rental Rates for current rates on security personnel.

Lead Time

Our security department requires **15 business days** advance notice to update the schedule to meet requested needs.

Other Resources

Other available resources include technology support, parking, and parking passes.

Lead Time

Technology support requests require **10 business days** advance notice.

Food Service

All incoming food must be self-service or buffet style. Plated service is not available in any of our locations except the College Cafe dining room (Brier Hall, Room 105), and only in coordination with the culinary arts department.

Triton Espresso has first right of refusal for coffee service and continental breakfast. Contact Triton Espresso at (425) 640-1490.

- Food must be individually packaged or properly heated by electricity on the buffet.
- No candles or sterno.

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- If food or beverages are brought in, please ensure that any leftovers and containers are carried out and all surfaces are wiped clean.
- All beverages must have lids or be in sealed containers.
- Food Handler Permit is required by those in charge of the buffet or food items (unless in manufacturers prepackaging).
- A server must be on-site at all times.
- All service items (plates, utensils, napkins, cups, etc.) should be compostable and supplied by the event host.
- Custodial service is required for cleaning and waste disposal; fees may apply.
- Potlucks are not allowed for events open to the public.
- BBAs are not allowed for events open to the public.
- Bake Sales are allowed as long as the food being served can be held at room temperature. No hot or refrigerated food is allowed. All food items must be individually wrapped.

Alcohol Permits and Food Service

Lead Time

Our event team must receive proof of permit at least 48 hours prior to the event. The permit may be emailed to scheduling@edmonds.edu or delivered in person at SNH 353C.

- The renter must apply for an alcohol permit and have it posted for the duration of the event.
- This is for a hosted event only; no selling of alcohol is permitted at any time.
- A server must be on-site at all times.
- Custodial services and security services will be required for additional fees.

Safety While on Campus

Renters are responsible for protecting bystanders from hazards including but not limited to those listed below. Additionally, renters are responsible for any charges related to remediating damages to campus property resulting from their usage.

Tripping Hazards

All extension cords and hoses shall be protected by temporary bumpers where pedestrian and vehicle traffic can come in contact with them.

Falling Hazards

All ladders shall be put away when not in use, and all items that can fall on people below (pipe and drape assemblies, event signage, lighting, etc.) shall be secured so as not to create a risk of injury for bystanders.

Storm Drainage System Contaminants

No materials shall be discharged onto campus property. All mobile food service vehicles shall provide measures to prevent discharge including but not limited to wastewater, cooking grease, and vehicle fluids from spreading should a spill occur. Washing of vehicles is prohibited on campus property.

Spills

All spills of petroleum products or other vehicle fluids shall be reported to the security department at (425) 754-0154 immediately.

Signage

When renters receive approval to place signage on Edmonds grounds in conjunction with an event, they must follow the guidelines below:

- Signage is not allowed on beds, lawns, walls, concrete walls, pillars, doors, windows, or glass.

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- Chalk paintings are not permitted on walls, patios, or sidewalks.
- Display stands cannot obstruct traffic, walkways to entrances, or buildings.
- All signage must be hung with painter's tape (also known as blue tape).

Where to Place Approved Signage

- For advertisement of non-college related programs and events, signage can be added to the Public Posting Board, located across from Mountlake Terrace Hall, Room 120.

College Logo/Use of Edmonds College Name

- To include the college logo in event signage, submit design files to our marketing department via edmonds.edu/mpi-form.

Lead Time

Our marketing department requires two weeks notice for approval of design. When marketing is doing the production, please plan on a minimum of six weeks.

Nonprofit Organizations

Groups which hold state-issued 501(c)(3) tax status are eligible for discounted rates, as available. In order to receive these lowered rates, proof of this nonprofit status must be included with the request form.

Vendors

Any vendor must request their space through the events management office. Email a signed event request form to scheduling@edmonds.edu or drop it off at Snohomish Hall, Room 350C. See Payment requirements, above. Checks or exact cash are accepted.

Definition

Any person or business soliciting business or payment(s) from our students and staff are considered vendors and must rent as such. Those who give away swag or other free items (including information about the business) in an effort to build business clientele must rent as a vendor.

Requirements/Limitations

- A vendor may visit campus a maximum of three times per quarter.
- A vendor must provide a copy of their business license at time of rental and pay fees up front.
- Any vendor opportunity that presents a conflict of interest for Edmonds College is not able to be on campus under any circumstance.
- Vending currently does not occur during summer term.

1st Amendment Groups

First Amendment groups are scheduled as vendors with the security office in Woodway Hall, Room 214. Groups will not be charged, and they must bring their own set up with them. Security will advise each group of an allowed location.

Resources

- [Event Rental Website](#)
- [Event Planning Worksheet](#)
- [Request Form](#)
 - Indemnification Clause [included]

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- [Sample Confirmation](#)
- [Rate Sheet](#)
- [Campus Contact](#)
 - [Culinary Arts Department](#)
 - [Safety and Security Department](#)
- [Snohomish County Health Department](#)