SOUTH SEATTLE COMMUNITY COLLEGE
6770 E. Marginal Way S., Seattle, WA 98108; *(206) 764-5350;* FAX (206) 764-7949; **Duwamish Training Center**
E-Mail bmcconne@sccd.ctc.edu

REQUEST FOR USE OF SAFETY TRAINING FACILITIES

Web Site: http://dept.seattlecolleges.com/duwamish/Safety.htm

NOTICE: Applicants, organizations, participants and guests shall abide by all College rules and regulations.

Please Complete All Items:

1. Date _____ 2. Number of Participants _____ 3. Approx. Number of Vehicles _____

4. Person Scheduling Event _____

5. Phone _____ FAX _____ E-Mail _____

6. Sponsor of Activity/Department _____

7. ☐ College-Connected Activity How _____ ☐ Non College-Connected Activity

8. Address/Mail Stop _____ City _____ Zip _____

9. Billing address if other than above _____

10. Description of Activity _____

11. Start Time _____ ☐a.m. ☐p.m. 12. End Time _____ ☐a.m. ☐p.m. 13. Set-UpTime _____ ☐a.m. ☐p.m.

14. Days of Week **(circle)** M T W TH F SA SU 14. Dates _____

15. Fill in where applicable

Facility Requested:

- ☐ Classroom A125 @ $150/per day + $25 Parking
- ☐ Safety Training Lab A127W @ $150/per day + $25 Parking*****
- ☐ Other _____

***If both Classroom and Lab are used, parking is $25.**

Equipment Requested:

- ☐ TV/VCR _____
- ☐ Overhead _____
- ☐ Projector Video _____
- ☐ Audio/Visual _____
- ☐ Other _____

OFF CAMPUS ORGANIZATIONS: Applicant shall protect, indemnify, and hold the College harmless from and against any damage, cost or liability for any and all injuries to persons or property arising from acts or omissions of applicant, his employees agents or sub-contractors, howsoever caused. Organizations must also demonstrate proof of liability.

➔16. Date _____ ➔17. Signature _____

18. **We need one week notice of cancellation in order to void billing.**

Final College Approval:

Date **$ (Total Costs)** **Signature Administrator** _____

Room Coordinator A/V Coordinator Facilities Coordinator

Distribution White - Administrative Services; Pink - Security, Yellow - Plant Operations; Photocopy - Instructional Resource Center, if necessary: