



CAMPUS EVENTS APPLICATION APPLIED TECHNOLOGIES CENTER

RENTAL

MONROE COMMUNITY COLLEGE
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www.monroecc.edu/go/ce

PLEASE READ THE ATTACHED GUIDELINES BEFORE SIGNING. FILL IN ALL INFORMATION. RETURN THE COMPLETED FORM TO THE CAMPUS EVENTS OFFICE AT LEAST 15 DAYS PRIOR TO THE SCHEDULED EVENT. **ALL EVENTS SUBJECT TO CANCELLATION BY MCC ADMINISTRATION.**

TODAY'S DATE	NAME OF ORGANIZATION (FOR BILLING PURPOSES)		
ADDRESS (P.O. BOXES NOT ACCEPTABLE)		CITY, STATE, ZIP CODE	
NAME OF CONTACT PERSON		TELEPHONE NO. ()	CELL PHONE NO.
PURPOSE OF EVENT:			
E-MAIL:		ESTIMATED NUMBER OF ATTENDEES: <input type="checkbox"/> Non-College # _____ <input type="checkbox"/> College # _____	

SCHEDULE OF EVENTS

PLEASE BE SPECIFIC ON ACTUAL ARRIVAL TIMES, PERFORMANCE TIMES, SET-UP TIMES, AM or PM

DATE	DAY	APPLICANT SET-UP TIME	ACTUAL EVENT HOURS	APPLICANT TEAR DOWN HOURS
_____	Monday	AM/PM to AM/PM	AM/PM to AM/PM	AM/PM to AM/PM
_____	Tuesday	AM/PM to AM/PM	AM/PM to AM/PM	AM/PM to AM/PM
_____	Wednesday	AM/PM to AM/PM	AM/PM to AM/PM	AM/PM to AM/PM
_____	Thursday	AM/PM to AM/PM	AM/PM to AM/PM	AM/PM to AM/PM
_____	Friday	AM/PM to AM/PM	AM/PM to AM/PM	AM/PM to AM/PM
_____	Saturday	AM/PM to AM/PM	AM/PM to AM/PM	AM/PM to AM/PM
_____	Sunday	AM/PM to AM/PM	AM/PM to AM/PM	AM/PM to AM/PM

WILL THERE BE AN ADMISSION CHARGE FOR THIS EVENT?

YES NO IF YES, HOW MUCH?

ATC FACILITIES:

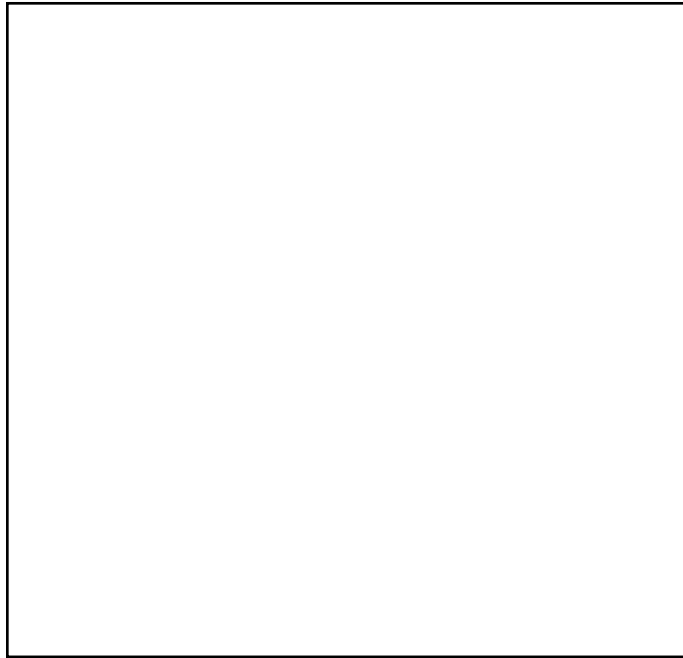
Pre-Approved By: _____ Date: _____ Estimated Attendance: _____

Classroom _____
 Conference Room _____
 Lab _____
 Computer Lab _____
 Other _____
 Smart Classroom _____

I ACKNOWLEDGE THAT THERE IS A 25% NONREFUNDABLE FACILITY CHARGE. ALL CHARGES INCURRED FOR THE RENTAL OF FACILITIES AND/OR PARKING APPLICATION WILL BE PAID UPON RECEIPT OF AN INVOICE FROM THE COLLEGE NO LATER THAN SEVEN (7) BUSINESS DAYS PRIOR TO THE EVENT. IF I DECIDE TO CANCEL MY EVENT I WILL NOTIFY THE OFFICE OF CAMPUS EVENTS IN WRITING NO LATER THAN FIVE (5) BUSINESS DAYS PRIOR TO THE EVENT. MY FAILURE TO PROVIDE NOTIFICATION IN THE TIME FRAME INDICATED ABOVE WILL RESULT IN THE AN ASSESSMENT OF ACTUAL COSTS INCURRED BY THE COLLEGE TO BE PAID BY THE APPLICANT. I ALSO REALIZE THAT MY FAILURE TO HOLD THE EVENT DOES NOT RELIEVE ME OF MY FINANCIAL RESPONSIBILITY PURSUANT TO THIS AGREEMENT. I ALSO ACKNOWLEDGE THAT I AM RESPONSIBLE FOR ANY COLLECTION COSTS AS A RESULT OF MY FAILURE TO PAY, INCLUDING, WITHOUT LIMITATION, COLLECTION AGENCY FEES, COURT COSTS, AND ATTORNEY FEES

APPLICANT'S SIGNATURE	DATE
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**DIAGRAM
(IF SPECIAL REQUIREMENTS)**



PHYSICAL ARRANGEMENTS:

▶ ALL REQUESTS FOR FURNITURE MUST BE FINALIZED 7 DAYS PRIOR TO THE EVENT. SPECIAL SET UP REQUIREMENTS (DIAGRAM) SHOULD BE ATTACHED TO THE CAMPUS EVENT APPLICATION AT THE TIME OF SUBMISSION. CHANGES TO AGREED SET UP WILL BE ACCEPTED IF RESOURCES ALLOW, AND IF MADE WITHIN 7 DAYS OF THE EVENT. ANY CHANGES TO THESE REQUESTS AFTER DEADLINES WILL BE DENIED OR CHARGED BACK TO THE REQUESTOR.

Furniture Needed	Location	Quantity
Additional Chairs	_____	_____
Additional Tables	_____	_____
	<input type="radio"/> Skirted <input type="radio"/> Non Skirted	
Additional Trash Cans	_____	_____
Coat Rack	_____	_____

AUDIO VISUAL EQUIPMENT:

▶ ALL REQUESTS FOR EQUIPMENT MUST BE FINALIZED 72 HOURS PRIOR TO THE EVENT.

Equipment Needed	Location	Quantity	Equipment Needed	Location	Quantity
Data Projector	_____	_____	Lapel Microphone	_____	_____
Screen	_____	_____		<input type="radio"/> Wire <input type="radio"/> Wireless	
Computer in Room	_____	_____	Slide Projector	_____	_____
Laptop	_____	_____	Overhead Projector	_____	_____
	<input type="radio"/> Bring Own <input type="radio"/> MCC Supply		TV/VCR	_____	_____
Podium	_____	_____	DVD/VCR	_____	_____
Microphone at Podium	_____	_____	OTHER	_____	_____
Handheld Microphone	_____	_____	OTHER	_____	_____
	<input type="radio"/> Wire <input type="radio"/> Wireless				

DO YOU NEED AUDIO/VISUAL ASSISTANCE? YES NO TIME: _____

IF YES: Equipment Setup Other _____

FOR EMERGENCY ASSISTANCE:

Call Ext. 2828 or Outside (585) 292-2000 Ext. 2828. Instructional Technologies can only meet a 10 minute window. We can not guarantee service afterwards.

FEES FOR USE OF COLLEGE FACILITIES:

COLLEGE FACILITIES ARE ONLY RENTED IN 4-HOUR BLOCKS OF TIME, NON-PROFIT ORGANIZATIONS WILL BE CHARGED AT THE RATES LISTED BELOW; PROFIT ORGANIZATIONS WILL BE CHARGED AT 1½ TIMES THE RATES LISTED BELOW.

Facilities	Rate Per 4 hr. Block	Rate Per 8 hr. Block
Classrooms	\$55.00	\$110.00
Smart Classroom (<i>Seating for 30</i>)	\$71.50	\$143.00
Smart Classroom (<i>Seating for 30-60</i>)	\$110.00	\$220.00

Facilities	Rate Per 4 hr. Block	Rate Per 8 hr. Block
Teleconference Room	\$440.00	\$880.00
Computer Room	\$440.00	\$880.00
Conference Room	\$75.00	\$125.00

GUIDELINES CONCERNING USE OF COLLEGE FACILITIES:

- There is a twenty-five (25%) non-refundable deposit required to reserve your facility, due upon receipt of deposit bill. The balance of the bill must be paid to the Bursar's Office AT LEAST SEVEN (7) BUSINESS DAYS PRIOR TO THE EVENT, OR APPROVAL IS AUTOMATICALLY WITHDRAWN. **
- Additional Charges will be made for additional personnel and any services or facilities used beyond contracted locations or times.
- Only those facilities specifically approved on the application are to be used.
- Payment for any damage to the building or equipment will be assumed by the organization authorized on the applications.
- No equipment is to be brought into the buildings or on the College grounds and connected with the electric service without permission from the Director of Facilities.
- No scenery, decorations, combustible materials, animals, or any other material of an unusual nature may be brought into a College building or on the College grounds without approval and, if necessary, the presence of an inspector to insure their proper use.
- NO EATING, or DRINKING in classrooms, lecture halls, Theatre or Gym.
- SMOKING is permitted only in the designated areas of the exterior.
- Alcoholic beverages are not permitted on Campus.
- Parking is limited to the designated parking lots; all cars illegally parked will be towed at the owner's expense.
- The number of occupants must be limited to the safe capacity of the room of facility used. The sponsor is responsible to limit attendance so as not to tax the safe capacity of any room in the facility.
- SEASONAL COSTS: Snow plowing/salting** is not available from Friday afternoon through Sunday evening. If your organization requests unscheduled plowing/salting or, if at any time MCC Public Safety and Maintenance determine that campus roads and parking lots are unsafe because of snow and/or ice, the applicant will be given the option to pay the costs of snow removal, or cancel/postpone the event. Charges for this service of plowing/salting will be \$300.00
- Insurance Binder is required naming Monroe Community College, Monroe Community College Association, Inc., and Monroe County as additionally insured in the amounts of \$1 million with a \$2 million aggregate.**
- Flyers placed throughout the campus and/or on automobiles ARE PROHIBITED. (Clean-up costs can be incurred by the organization).

ALL ADVERTISING OR PUBLICITY REGARDING THE EVENT MUST BE SPECIFIC IN STATING THE ORGANIZATION SPONSORING THE EVENT AND LIST DETAILS OF THE EVENT SIMILAR TO THE FORMAT TO THE RIGHT. ANY PUBLICITY BEARING MCC'S NAME MUST BE PRE-APPROVED IN WRITING BY THE CONFERENCE & EVENTS OFFICE. THE EVENT IS SUBJECT TO CANCELLATION, IF THIS POLICY IS NOT ADHERED TO.

Event Name
Event Location
Parking Lot to Use

** If a group finds it necessary to cancel a function, the Office of Campus Events must be notified in writing no later than FIVE (5) DAYS prior to the event or there will be an assessment of actual costs incurred by the College to be paid by the applicant.

