



CAMPUS EVENTS APPLICATION APPLIED TECHNOLOGIES CENTER

MONROE COMMUNITY COLLEGE
2485 WEST HENRIETTA ROAD • ROCHESTER, NY 14623-2323
585.292.2010 • FAX: 585.292.3844

www.monroecc.edu/go/ce

Rental: _____
CE Rep: _____
Committee: _____
Astra: _____
Warshof: _____

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: Non-College # _____ College # _____	

SCHEDULE OF EVENTS

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

DAY	DATE	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: _____

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

FOOD SERVICE: Will you require food service? Yes No
 If YES, contact Aramark at 292-2578 or at www.campusdish.com/en-us/CSNE/MonroeCC at least 10 days prior.

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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AUDIO VISUAL EQUIPMENT: ALL REQUESTS FOR EQUIPMENT MUST BE FINALIZED 72 HOURS PRIOR TO EVENT.

Equipment Needed	Location	Quantity	Equipment Needed	Location	Quantity															
Data Projector	_____	_____	PA System	_____	_____															
Screen	_____	_____	Portable	_____	_____															
Computer in Room	_____	_____	Overhead Projector	_____	_____															
Podium	<input type="radio"/> In Room <input type="radio"/> Other _____	_____	DVD	_____	_____															
Microphone			VCR	_____	_____															
<input type="radio"/> Podium <input type="radio"/> Handheld <input type="radio"/> Lapel <input type="radio"/> Tabletop	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:15%;">Qty</th> <th style="width:45%;">Location</th> <th style="width:40%;">Wireless</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Qty	Location	Wireless														OTHER (i.e., laptop, ELMO, mixer)	_____	_____
Qty	Location	Wireless																		
			Do you need Audio Visual Assistance? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please indicate what time you would like to meet the AV Tech: _____ Are you bringing your own AV Tech. or equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No _____																	
<p>FOR EMERGENCY ASSISTANCE: Call Ext. 2828 or Outside (585) 292-2000 Ext. 2828. Instructional Technologies can only meet a 10 minute window. They can not guarantee service afterwards.</p>																				

PLEASE NOTE: AV hours during the semester are: Monday - Friday, 7:45am - 4:45pm
Subject to change during breaks and holidays

PHYSICAL ARRANGEMENTS: ALL REQUESTS MUST BE FINALIZED 7 DAYS PRIOR TO THE EVENT

Building Services			Facilities		
Furniture Needed	Location	Qty.	Other	Location	Qty.
Additional Chairs	_____	_____		_____	_____
Additional Tables	<input type="radio"/> No skirt or cloth <input type="radio"/> Cloth only <input type="radio"/> Cloth & skirt	_____	Other	_____	_____
Trash Cans	_____	_____	Other	_____	_____
	_____	_____	Other	_____	_____
	_____	_____			

FOR INTERNAL USE ONLY

<p>Notes</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
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FEES FOR USE OF COLLEGE FACILITIES: ➤

COLLEGE FACILITIES ARE RENTED **AT A FOUR HOUR MINIMUM**, NON-PROFIT ORGANIZATIONS WILL BE CHARGED AT THE RATES LISTED BELOW; PROFIT ORGANIZATIONS WILL BE CHARGED AT 1 ½ TIMES THE RATES LISTED BELOW.

Facilities	Initial 4 Hours	Hourly Rate after 4 hrs.
Classrooms	\$60.00	\$15.00
Smart Classroom	\$132.00	\$38.00
Auto Lab	\$107.00	\$26.75
Teleconference Room	\$455.00	\$113.75
Computer Room	\$472.00	\$118.00
Conference Room	\$84.00	\$21.00

GUIDELINES CONCERNING USE OF COLLEGE FACILITIES: ➤

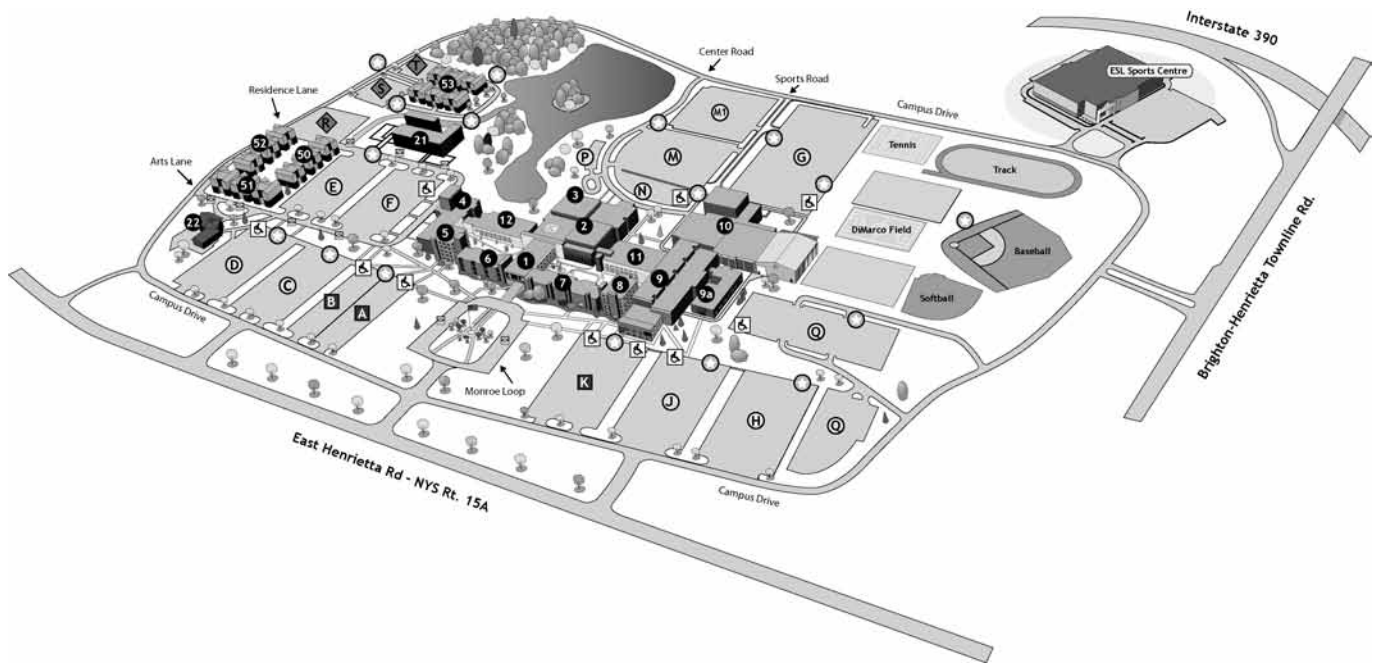
1. There is a twenty-five (25%) non-refundable deposit required to reserve your facility, due upon receipt of deposit bill. The balance of the bill must be paid to the Bursar's Office AT LEAST SEVEN (7) BUSINESS DAYS PRIOR TO THE EVENT, OR APPROVAL IS AUTOMATICALLY WITHDRAWN. **
2. Additional Charges will be made for additional personnel and any services or facilities used beyond contracted locations or times.
3. Only those facilities specifically approved on the application are to be used.
4. Payment for any damage to the building, facilities, or equipment will be assumed by the organization authorized on the applications.
5. 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.
6. 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.
7. NO EATING, or DRINKING in labs, or computer labs.
8. SMOKING is permitted only in the designated areas of the exterior.
9. Alcoholic beverages are not permitted on Campus.
10. Parking is limited to the designated parking lots; all cars illegally parked will be towed at the owner's expense.
11. 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.
12. **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
13. **Insurance Binder is required naming Monroe Community College, Monroe Community College Association, Inc., and Monroe County, and Monroe Community College Foundation as additionally insured in the amounts of \$1 million with a \$2 million aggregate.**
14. Flyers and unapproved signage 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 CAMPUS 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.

*** Payment is required by Visa, MasterCard or Certified Check if less than 3 weeks prior to event date to the Bursar's Office.



MCC Brighton Campus

1000 East Henrietta Road

Rochester, NY 14623

585.292.2000

The West (Buffalo)

Take Thruway 90 east to exit 46

Take 390 north to exit 16, the second East Henrietta Rd. (Rt. 15A) exit

Turn left and continue south on 15A for about 1/2 mile to the main campus entrance.

The East (Syracuse)

Take Thruway 90 west to exit 45 and proceed as above.

South (Geneseo)

Take 390 north to exit 16 - the second East Henrietta Road exit and proceed as above.

Brockport/Spencerport

Take Route 531 east to 490 east and then to 390 north

Take exit 16B (East Henrietta Rd - 15A)

Turn right and proceed for about 1/2 mile to the main campus.