



# CAMPUS EVENTS APPLICATION BRIGHTON CAMPUS

MONROE COMMUNITY COLLEGE  
1000 EAST HENRIETTA ROAD • ROCHESTER, NY 14623-5780  
BLDG. 3, ROOM 111 • (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. PLEASE PRINT CLEARLY, COMPLETE ALL BOXES FOR PROPER PROCESSING.**

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:		FAX NO.	
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 ADMISSIONS CHARGE OR ADMINISTRATIVE FEE FOR THIS EVENT? <input type="checkbox"/> YES <input type="checkbox"/> NO    AMOUNT \$ _____    REASON: _____	ADMINISTRATION ONLY <input type="checkbox"/> FUNDRAISER <input type="checkbox"/> CAMP <input type="checkbox"/> LEAGUE <input type="checkbox"/> TOURNAMENT
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#### FACILITIES REQUESTED:

<b>Conference Center</b> <input type="checkbox"/> Monroe A (3-205) <input type="checkbox"/> Monroe B (3-205A) <input type="checkbox"/> Brighton (3-217) <input type="checkbox"/> Empire (3-209) <input type="checkbox"/> Forum (3-130) <input type="checkbox"/> Marketplace <input type="checkbox"/> Main Dining <input type="checkbox"/> Campus Center Atrium	<b>Conference Center (Continued)</b> <input type="checkbox"/> Terrace <input type="checkbox"/> Bausch & Lomb Lobby <input type="checkbox"/> Second Floor Lobby <input type="checkbox"/> Meeting Room # _____ <input type="checkbox"/> Gilman Lounge <b>Building 10</b> <input type="checkbox"/> Gym <input type="checkbox"/> Athletic Hall of Fame <input type="checkbox"/> Pool <input type="checkbox"/> Field # _____	<b>Other</b> <input type="checkbox"/> PAC <input type="checkbox"/> Turf <input type="checkbox"/> Conference Room <input type="checkbox"/> Track <input type="checkbox"/> Theater <input type="checkbox"/> Lobby <input type="checkbox"/> Black Box <input type="checkbox"/> North Atrium <input type="checkbox"/> South Atrium <input type="checkbox"/> Classroom # _____ <input type="checkbox"/> Other _____
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**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.

**PARKING SERVICES:** ➤

NUMBER OF PERMITS: \_\_\_\_\_ METERS \_\_\_\_\_

OR ASSIGNED LOTS: \_\_\_\_\_ E-Permit \_\_\_\_\_

**COLLEGE EVENTS ONLY: (MCC DEPT. MUST FILL OUT)**

Org. Number \_\_\_\_\_

Account Number \_\_\_\_\_

**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	<b>Qty</b>	<b>Location</b>	<b>Wireless</b>	OTHER	_____
<input type="radio"/> Handheld	_____	_____	_____	(i.e., laptop, ELMO, mixer)	_____
<input type="radio"/> Lapel	_____	_____	_____		
<input type="radio"/> Tabletop	_____	_____	_____		
	_____	_____	_____		

Do you need Audio Visual Assistance?     Yes     No

If YES, please indicate what time you would like to meet the AV Tech:

\_\_\_\_\_

Are you bringing your own AV Tech. or equipment?     Yes     No

\_\_\_\_\_

**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.

**PLEASE NOTE:** AV hours during the semester are: Monday - Thursday, 7:30am - 11pm; Friday, 7:30am - 3:30pm; Saturday, 8:30am - 4:30pm  
*Subject to change during breaks and holidays*

**FACILITIES: ALL REQUESTS MUST BE FINALIZED 7 DAYS PRIOR TO THE EVENT**

Building Services	Physical Plant - Please circle one and write quantity																																																										
<table style="width:100%;"> <tr> <th style="width:30%;">Furniture Needed</th> <th style="width:40%;">Location</th> <th style="width:30%;">Qty.</th> </tr> <tr> <td>Additional Chairs</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Additional Tables</td> <td>_____</td> <td>_____</td> </tr> <tr> <td></td> <td><input type="radio"/> No skirt or cloth    <input type="radio"/> Cloth only    <input type="radio"/> Cloth &amp; skirt</td> <td></td> </tr> <tr> <td>Additional Trash Cans</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Internal</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Coat Rack</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Stage</td> <td>_____</td> <td>_____</td> </tr> <tr> <td></td> <td><input type="radio"/> High    <input type="radio"/> Steps    <input type="radio"/> Skirting</td> <td></td> </tr> <tr> <td></td> <td><input type="radio"/> Low    <input type="radio"/> Steps</td> <td></td> </tr> <tr> <td>White Board for Conference Center use only</td> <td>_____</td> <td>_____</td> </tr> </table>	Furniture Needed	Location	Qty.	Additional Chairs	_____	_____	Additional Tables	_____	_____		<input type="radio"/> No skirt or cloth <input type="radio"/> Cloth only <input type="radio"/> Cloth & skirt		Additional Trash Cans	_____	_____	Internal	_____	_____	Coat Rack	_____	_____	Stage	_____	_____		<input type="radio"/> High <input type="radio"/> Steps <input type="radio"/> Skirting			<input type="radio"/> Low <input type="radio"/> Steps		White Board for Conference Center use only	_____	_____	<p><b>If you require these services contact Campus Events</b></p> <table style="width:100%;"> <tr> <td>Electrician</td> <td>Spider</td> <td>Cords</td> <td>Generator</td> <td style="text-align: right;"><b>Qty.</b></td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Grounds</td> <td>Picnic Tables</td> <td>Trash Cans</td> <td>Hoses</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>Mowing</td> <td>Plowing</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Other</td> <td colspan="3">_____</td> <td>_____</td> </tr> </table> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p style="text-align: center;"><b>Campus Events</b></p> <p>White Board Markers please sign out with Campus Events    _____</p> <p>Easel please sign out with Campus Events    _____</p> <p>Extension Cord please sign out with Campus Events    _____</p> </div>	Electrician	Spider	Cords	Generator	<b>Qty.</b>	_____	_____	_____	_____	_____	Grounds	Picnic Tables	Trash Cans	Hoses	_____	_____	Mowing	Plowing	_____	_____	Other	_____			_____
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**FOR INTERNAL USE ONLY**

<p><b>Notes</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>Mute Sound Zone</b> _____</p>	
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