



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:

Conference Center <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	Conference Center (Continued) <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 Building 10 <input type="checkbox"/> Gym <input type="checkbox"/> Athletic Hall of Fame <input type="checkbox"/> Pool <input type="checkbox"/> Field # _____	Other <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	Qty	Location	Wireless	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 border="0" style="width:100%;"> <tr> <td>Furniture Needed</td> <td>Location</td> <td>Qty.</td> </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 & 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>If you require these services contact Campus Events</p> <table border="0" style="width:100%;"> <tr> <td>Electrician</td> <td>Spider</td> <td>Cords</td> <td>Generator</td> <td>Qty.</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> <p style="text-align: center;">Campus Events</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>	Electrician	Spider	Cords	Generator	Qty.					_____	Grounds	Picnic Tables	Trash Cans	Hoses	_____		Mowing	Plowing			Other	_____			
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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> <p>_____</p> <p>Mute Sound Zone _____</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 1½ TIMES THE RATES LISTED BELOW.

Facilities	Initial 4 Hours	Hourly Rate after 4 hrs.
Pool	\$200.00	\$50.00
Gymnasium	\$400.00	\$100.00
Meeting Room	\$84.00	\$21.00
Classrooms (Seating for 30)	\$60.00	\$15.00
Smart Classroom (Seating for 30)	\$112.00	\$28.00
Smart Classroom (Seating for 30-60)	\$152.00	\$38.00
Smart Lecture Hall (Seating for up to 200)	\$176.00	\$44.00
Grass Field	\$200.00	\$50.00
Turf Field	\$500.00	\$125.00
Indoor Turf Field (contact for seasonal rate)	Varied	Varied
Baseball/Softball Field per game \$200		

Facilities	Initial 4 Hours	Hourly Rate after 4 hrs.
Theater	\$472.00	\$118.00
Brighton	\$248.00	\$37.00
Monroe A or B	\$316.00	\$54.00
Monroe A & B	\$420.00	\$80.00
Forum	\$260.00	\$40.00
Empire Room	\$276.00	\$44.00
Computer Room	\$472.00	\$118.00
Main Dining Room or Marketplace	\$140.00	\$35.00
Dance Studio	\$104.00	\$26.00
Black Box	\$80.00	\$20.00
North Atrium/Campus Center Atrium	\$120.00	\$30.00

Client Personnel Charges Flat Rate

Marley Floor	\$250.00
Signage	\$100.00

Parking — \$1.00 per estimated attendee per date
 \$250.00 to rent a parking lot - 4 hours
 \$350.00 to rent a parking lot - 8 hours
 \$650.00 to rent a parking lot with turnover

*Conference center room rental includes the usage of the Data Projector, Screen, Computer, Local Internet Access from Resident PC, DVD/VCR, One Wireless Microphone: either handheld or lavalier, Podium and Microphone. (This refers to the standard equipment built into the room). Additional AV equipment is available upon request. Please contact a Campus Event representative for details and pricing.

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 computer labs, Theater or Gym.
8. **SMOKING** is permitted only in the designated areas of the exterior. Please see map.
9. All activities in the Theatre or Physical Athletics/Education facilities must be approved by the Director of the Theatre, or the Director of Physical Athletics/Education, respectively. In both instances, College personnel must be present in a supervisory capacity and the cost of these supervisors must be assumed by the organization requesting use of these facilities.
10. All food service must be supplied by the College; no food or drinks can be brought on campus by outside organizations, caterers, or individuals. Alcoholic beverages are not permitted on Campus.
11. Parking is limited to the designated parking lots as assigned by Campus Events; all cars illegally parked will be towed at the owner's expense.
12. The number of occupants must be limited to the safe capacity of the room or facility used. The sponsor is responsible to limit attendance so as not to tax the safe capacity of any room in the facility.
13. **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
14. **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.**
15. Flyers and unapproved signage placed throughout the campus and/or on automobiles ARE PROHIBITED. (Clean-up costs can be incurred by the organization).
16. If you require the usage of whiteboards, tripods, or markers, please sign them out with Campus Events. In the event that the items are not returned, or become broken, you will be responsible for replacement costs. (See #4)

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.

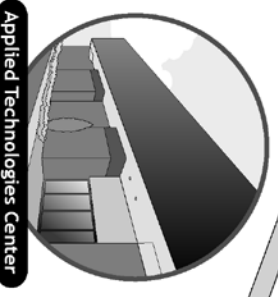
Monroe Community College

Brighton Campus

www.monroecc.edu/go/maps



Damon City Campus



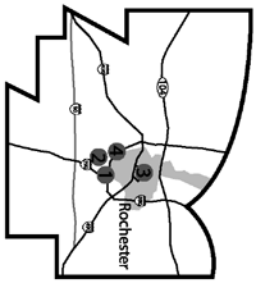
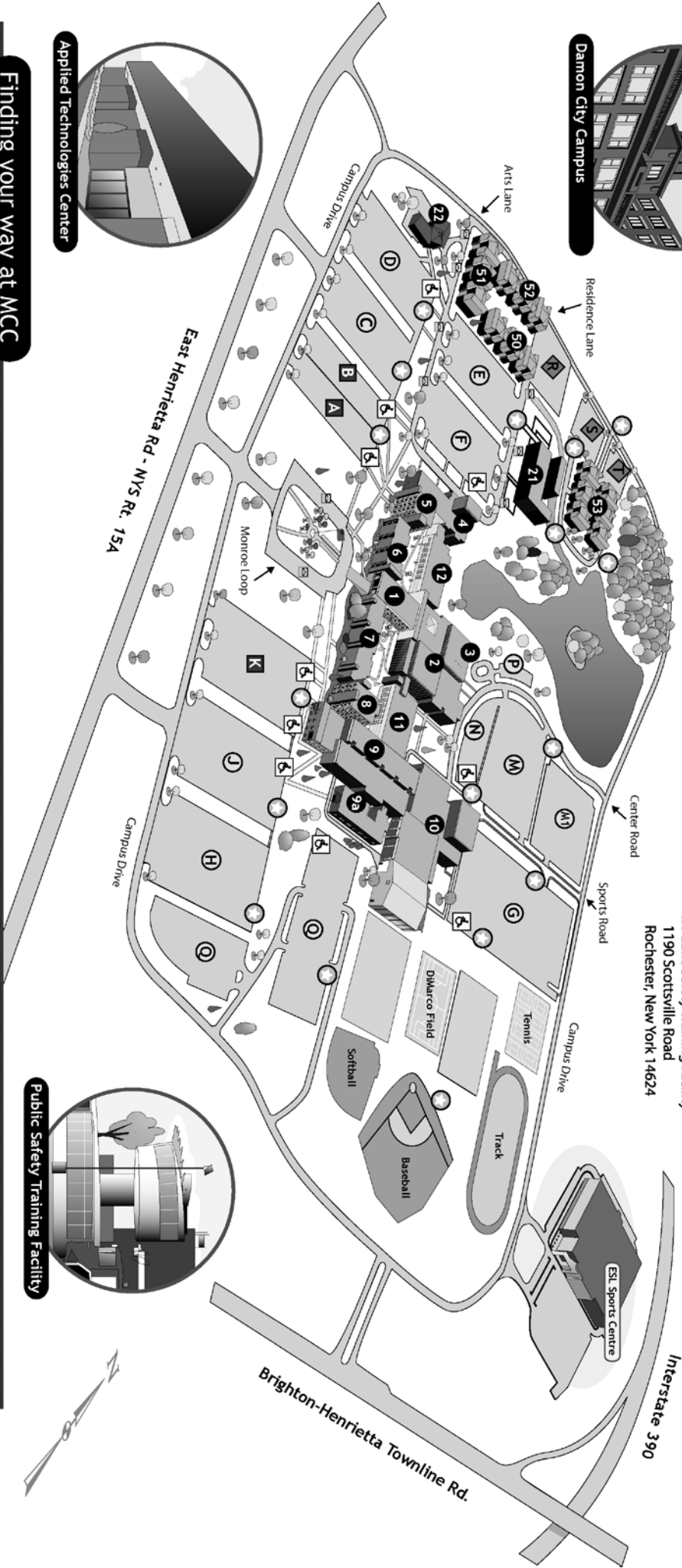
Applied Technologies Center

Finding your way at MCC

1. Peter A. Spina Administration Building
2. LeRoy V. Good Library
3. R. Thomas Flynn Campus Center
4. Communication/Theater
5. North Faculty Tower
6. Registration/Financial Services
7. Sciences
8. South Faculty Tower
9. The Gleason Hall of Science & Technology
- 9a. The Wolk Center for Excellence in Nursing
- 9a. Modular Building
10. Samuel J. Stabins Physical Education Complex, PAC Center
11. Learning Centers
12. Fine Arts Building/Mercer Gallery
21. Facilities Purchasing/Receiving
22. Child Care Center

23. Applied Technologies Center
- 50-53. Alice Holloway Young Commons (Residence Halls)
50. Pioneer Hall
51. Alexander Hall
52. Tribune Hall
53. Canal Hall

- ◆ Reserved Residence Parking
- Ⓜ Direct Public Safety Phones
- ♿ Accessible Parking
- Ⓜ Meters (visitors) Monroe Loop
- Ⓜ Meters (general) Arts & Residence Lanes
- Student Parking
- Employee/Faculty Parking



1. Main Campus
1000 East Henrietta Road,
Rochester, New York 14623,
2. Applied Technologies Center
2485 West Henrietta Rd
Rochester, New York 14623,
3. Damon City Campus
228 East Main Street
Rochester, New York 14604
4. Public Safety Training Facility
1190 Scottsville Road
Rochester, New York 14624



Public Safety Training Facility



Brighton-Henrietta Townline Rd.

Interstate 390