

**How to Fill Out the Campus Center Application
Brighton Campus
First Page**

Today's Date:

Write in the date you are filling out the application.

Name of Organization:

Write in "MCC" and your department name or club or organization name.

Address:

Because you are with MCC, you do not need to fill in this box.

Zip Code:

Because you are with MCC, you do not need to fill in this box.

Name of Contact Person

Fill in your name or the person you want to be contacted for this event.

Put in the name of your supervisor or advisor. Please list the contact person's cell phone numbers.

Telephone No.:

Fill in the extension of the contact person.

If you are a student, please include the extension and name of your supervisor or advisor.

Purpose of Event:

Fill in the name you would like your event to be called.

(Example: Guest Speaker- name of speaker)

It is important that you put as specific as possible information in case that we receive questions from people looking to locate your event. Before estimated people. Please put e-mail: Fill in the contact persons e-mail address (for MCC students use student e-mail).

Estimated Number of Attendees:

- Non-college- Check this box if non-MCC people are attending your event and fill in the estimated number of those attending.
- College- Check this box if MCC college students or employees are attending your event and fill in the estimated number of those attending

FYI: If you have **both** non-college and college attendees, you will need to fill in **both** boxes and lines.

Schedule of events:

Fill in the requested date of your event next to the corresponding day of the week.

- Continue across and fill in the “Applicant Set-Up Time”. This should be the period of time you would like to set-up **before** your actual event time and circle AM or PM for either a morning or afternoon time. (Example: time for you to put pamphlets on tables)
- Continue across and fill in the “Actual Event Hours” the actual time your event will occur, also circle if these times are AM or PM.
- Continue across and fill in the “Applicant Tear Down Hours”. This should be the period of time **after** your event is over that you want to take down anything that was set-up before or during your event.

FYI: Set-up and Tear-down times are not considered for food set-up or facility arrangement request unless **specified** by requestor.

Will there be an admission charge for this event?

Check “yes” if there will be a charge for people to attend this event.

If you check “yes” please fill in the amount that is being charged per person.

Check “no” if there will not be a charge for people to attend this event.

Facilities Requested:

Check the box next to the room(s) that you are requesting.

- If you know the exact room number that you want (meeting rooms/classrooms/lecture hall), please fill that in the space next to the box and room title.
- If the room you are requesting is not listed, please write the location in space labeled “other.”

Food Service:

Check “yes” if you will require any type of food service for your event.

If “yes” is checked, please contact ARAMARK, MCC’s catering service at (585) 292-2578.

Check “no” if you will not be requiring any food service throughout your event.

Parking Services:

For more information, please contact the Campus Events Office or the Parking Department.

College Events Only:

If there are any fees associated with your event please fill in your organization number and account number. You will be quoted by the Campus Events if there are fees.

If you are with MCC and you need to be billed inter-departmentally, please provide your “Organization Number” and “Account Number.”

If you are with an outside organization, you do not need to fill in this box.

Applicant’s Signature: Please read thoroughly, sign and date the remaining information.

Second Page

Audio Visual Equipment:

Please fill in the equipment quantity and location for all equipment required. If the equipment is already in the room- for location please write equipment in room” on the location line. Also include the room if you have several locations.

If you require a “Laptop”, please indicate whether you will “Bring Own”, “MCC Supply”, if it will be a “Mac” or “PC”, the location and quantity in each space provided. (Example: Empire room, 2, Bring Own, PC) If you are bringing a Mac, please provide you own connecting cables.

If you require a “Handheld Microphone” or “Lapel Microphone”, please indicate whether you will need one with “Wire” or “Wireless”, in the location and quantity in each space provided. (Example: Empire room, 2, Wire)

Please indicate “Yes” or “No” if you will need Audio/Visual Assistance.

If yes, please indicate the time that you would like the technical assistant to arrive, if he/she will be assisting with “Equipment Set-up” and/or for “Other” in the space provided

FYI: If the time requested changes, please alert the Campus Events office immediately (**no later than a forty eight (48) hour notice**). Please note that Instructional Technologies can meet a ten minute window when arriving to an event. For any length of time beyond ten minutes Instructional Technologies cannot guarantee service.

Physical Arrangements:

Please follow link to view the current room diagrams:

<http://www.monroecc.edu/depts/campusevents/reservations.htm>

If require a room set-up that is different from the original room set-up, please draw and attach the physical arrangements you would like

Building Services

Please use this section to request additional resources that **are not** included in the facility where your event will be held.

- ✓ Additional Chairs, please indicate the location and quantity in the space provided. (Example: Empire, back of room stacked, 10)
- ✓ Additional Tables, please indicate the location and quantity in the space provided. Additionally, please indicate whether you would prefer “No skirt or cloth, Cloth only or Cloth & skirt”. (Example: Lobby, 2 registrations with skirt.)

- ✓ Additional Internal Trash Cans, please indicate the location and quantity in the space provided. (Example: Empire room, 2)
- ✓ Coat Rack, please indicate the location and quantity in the space provided. (Example: Empire room Lobby, 1)
- ✓ Stage; please indicate the location in the space provided. Additionally, please indicate whether you would prefer “High, Low, Steps and/or Skirting. (Example: Monroe A/B, High Steps, Skirting)
FYI: There is no skirting for low stage.
- ✓ White Board, please indicate the location and quantity in the space provided. (Example: Empire room, 1) These are only available for the Conference Center
- ✓ Other, please indicate any resource that is not listed in the space provided

Facilities

If you require additional needs that **are not** included with the requested facility such as:

- ✓ Electrical Spider, please indicate the location and quantity in the space provided. (Example: Parking lot N (north corner), 1)
FYI: A spider provides electricity to a location that would not otherwise have any.
- ✓ Hose, please indicate the location and quantity in the space provided. (Example: Outside Gym, 1)
FYI: Area must be near a spicket.
- ✓ Shipping and Receiving, please indicate the location in the space provided. (Example: Pioneer Lobby near north wall)
- ✓ Cans, please indicate the location for external trash cans and quantity in the space provided. (Example: North Courtyard)
- ✓ Picnic Table, please indicate the location in the space provided. (Example: North Courtyard,5)
- ✓ Other, please indicate any resource that is not listed in the space provided

Campus Events

If your event requires additional resources such as, “White Board Marker, Extension Cord, or Easel”, please sign out with the Campus Events Office. Please do not fill out the “For Internal Use Only” Section.