



**CAMPUS EVENTS APPLICATION  
BRIGHTON CAMPUS**  
MONROE COMMUNITY COLLEGE  
1000 EAST HENRIETTA ROAD • ROCHESTER, NY 14623-5780  
BLDG. 3, ROOM 120 • (585) 292-2010 • FAX: (585) 292-3844  
www.monroecc.edu/go/ce

CE Rep: \_\_\_\_\_  
Astra: \_\_\_\_\_  
Warshof: \_\_\_\_\_  
Date Billed \_\_\_\_\_

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)	
NAME OF CONTACT PERSON		TELEPHONE NO. (    )	CELL PHONE NO.
ADDRESS		CITY, STATE, ZIP CODE	
E-MAIL		<b>PARKING SERVICES:</b> METERS _____ OR ASSIGNED LOTS: _____ E-Permit _____ DROP OFF _____ BUS _____ Up to 30	
TITLE OF EVENT		<b>COLLEGE EVENTS ONLY: (MCC DEPT. MUST FILL OUT)</b> Org. Number _____ Account Number _____	
ESTIMATED NUMBER OF ATTENDEES (REQUIRED) Non-College # _____ College # _____		WILL CONTACT PARKING SERVICES DIRECTLY <input type="checkbox"/> Yes <input type="checkbox"/> No	

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

<b>FOOD SERVICE:</b> Will you require food service? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, contact Sodexo at 292-2578 <a href="http://dining.monroecc.edu/index.html">http://dining.monroecc.edu/index.html</a>	SODEXO <input type="checkbox"/> WAIVER <input type="checkbox"/>
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**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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**PLEASE PRINT CLEARLY, COMPLETE ALL BOXES FOR PROPER PROCESSING.**

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

Do you need Audio Visual Assistance?     Yes     No

Please indicate the time you would like to meet the AV Tech: \_\_\_\_\_ (please make it on the quarter hour, i.e., 9, 9:15, 9:30)

Please indicate what you would like assistance with: \_\_\_\_\_

Are you bringing your own AV Tech. or equipment?     Yes     No    If YES, what are you bringing? \_\_\_\_\_

Equipment Needed	Location	Quantity	Microphone	Qty	Location	Wireless
Data Projector	_____	/ _____	<input type="radio"/> Podium	_____	_____	<input type="checkbox"/>
Screen	_____	/ _____	<input type="radio"/> Handheld	_____	_____	<input type="checkbox"/>
Computer in Room	_____	/ _____	<input type="radio"/> Lapel	_____	_____	<input type="checkbox"/>
Podium	_____	/ _____	<input type="radio"/> Tabletop	_____	_____	<input type="checkbox"/>
PA System (Portable)	_____	/ _____				
Other (i.e., DVD, VCR laptop)	_____	/ _____				

**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, 7:30 am - 9 pm; Friday, 7:30 am - 5 pm; Saturday, 8:30 am - 12:30 pm  
*Subject to change during breaks and holidays*

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

Building Services			Physical Plant - If OUTSIDE event, complete the "Physical Plant" page.		
<b>Furniture Needed</b>	<b>Location</b>	<b>Quantity</b>	<b>Campus Events</b>		
Additional Chairs	_____	/ _____	Indicate time you will pick up / drop off		
Additional Tables (indicate if for food)	_____	/ _____	White Board Markers	_____ am _____ pm	Qty. _____
	<input type="radio"/> No skirt or cloth <input type="radio"/> Cloth only <input type="radio"/> Cloth & skirt			<small>Pick Up</small>	
Coat Rack	_____	/ _____	Easel	_____ am _____ pm	_____
Stage	_____	/ _____		<small>Drop Off</small>	
	<input type="radio"/> High (2 feet) <input type="radio"/> Low (1 foot)			<small>Pick Up</small>	
White Board for Conference Center use only	_____			_____ am _____ pm	
Monroe A and B: <input type="radio"/> Wall <input type="radio"/> No Wall			<b>FOR CLUBS &amp; ORGANIZATIONS</b>		
			Club Officer	_____	Date _____
			Club Advisor	_____	Date _____
			SLLD Contact	_____	Date _____

For more information to help you complete this application go to [www.monroecc.edu/depts/campusevents/clubs/forms.htm](http://www.monroecc.edu/depts/campusevents/clubs/forms.htm)

**FOR INTERNAL USE ONLY**

**Notes**

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OT: \_\_\_\_\_

Sodexo SU \_\_\_\_\_ : \_\_\_\_\_ TD \_\_\_\_\_ : \_\_\_\_\_

Insurance: \_\_\_\_\_ NSR: \_\_\_\_\_

**Mute Sound Zone** \_\_\_\_\_ **Cmte:** \_\_\_\_\_

P - Waived: \_\_\_\_\_

Room Set Up: \_\_\_\_\_ Set Up Time: \_\_\_\_\_ : \_\_\_\_\_ TD Time: \_\_\_\_\_ : \_\_\_\_\_

**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 <b>per game \$200</b>		

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
Black Box or Dance Studio	\$112.00	\$28.00
Atriums/Lounges	\$120.00	\$30.00
For walk pricing & policies contact Campus Events		

**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 Student Accounts Office AT LEAST SEVEN (7) BUSINESS DAYS PRIOR TO THE EVENT, OR APPROVAL IS AUTOMATICALLY WITHDRAWN. \*\***
2. **Insurance Binder is required naming Monroe Community College, Monroe Community College Association, Inc., Monroe County, and Monroe Community College Foundation as additionally insured in the amounts of \$1 million with a \$2 million aggregate.**
3. **Charges will be made for additional personnel and any services or facilities used beyond contracted locations or times.**
4. Only those facilities specifically approved on the application are to be used.
5. Payment for any damage to the building, facilities or equipment will be assumed by the organization authorized on the applications.
6. 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.
7. 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.
8. **NO EATING, or DRINKING** in computer labs, Theater or Gym.
9. **SMOKING** is permitted only in the designated areas of the exterior. Please see map.
10. 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.
11. 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.
12. 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.
13. 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.
14. **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
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)
17. Vendors: Please contact Campus Events with a list of vendors that you contract with to sell items at Monroe Community College-this must be pre-approved.

**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

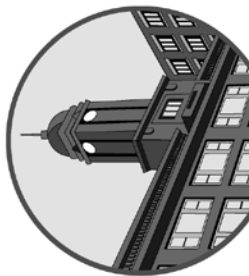
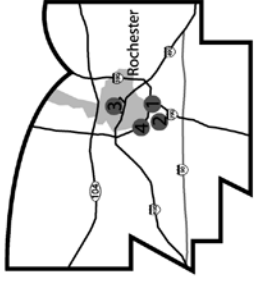
\*\* If a group finds it necessary to cancel a function, the Office of Campus Events must be notified in writing no later than FIVE (5) DAYS prior to the event or there will be an assessment of actual costs incurred by the College to be paid by the applicant.

\*\*\* Payment is required by Visa, MasterCard or Certified Check if less than 3 weeks prior to event date to the Student Accounts Office.

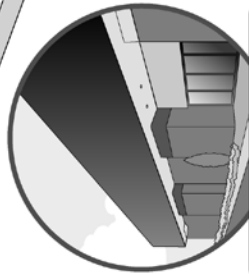
# Monroe Community College

## Brighton Campus

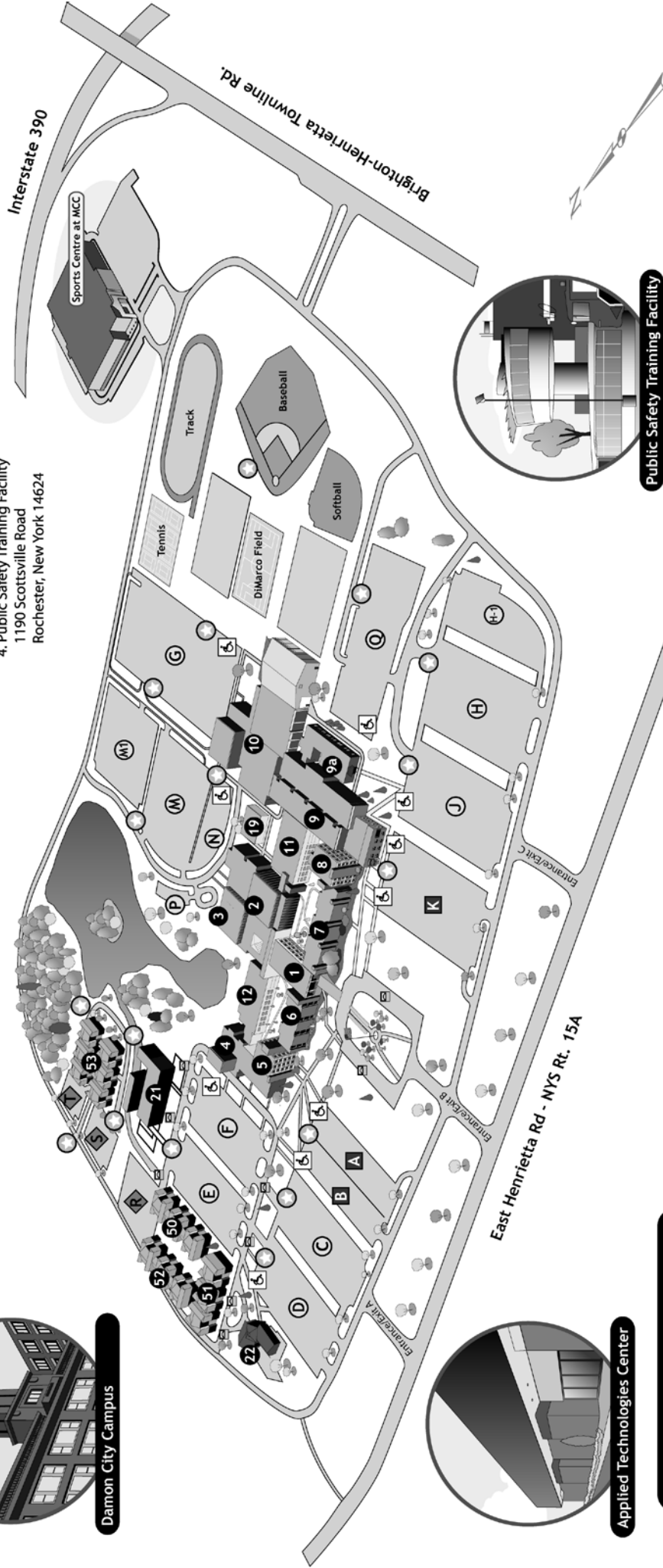
1. Main Campus  
1000 East Henrietta Road,  
Rochester, New York 14623,
2. Applied Technologies Center  
2485 West Henrietta Rd  
Rochester, New York 14623,
3. Damon City Campus  
228 East Main Street  
Rochester, New York 14604
4. Public Safety Training Facility  
1190 Scottsville Road  
Rochester,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



Damon City Campus



Applied Technologies Center



### Finding your way at MCC

- |  |   |  |
|--|---|--|
| <ol style="list-style-type: none"> <li>1. Peter A. Spina Administration Building</li> <li>2. LeRoy V. Good Library</li> <li>3. R. Thomas Flynn Campus Center</li> <li>4. Communication/Theater</li> <li>5. North Faculty Tower</li> <li>6. Registration/Financial Services</li> <li>7. Sciences</li> <li>8. South Faculty Tower</li> </ol> | <ol style="list-style-type: none"> <li>9. The Gleason Hall of Science &amp; Technology<br/>The Wolk Center for Excellence in Nursing</li> <li>9a. Auxiliary Classrooms</li> <li>10. Samuel J. Stabins Physical Education Complex, PAC Center</li> <li>11. Learning Centers</li> <li>12. Fine Arts Building/Mercer Gallery</li> <li>19. Auxiliary Classrooms</li> <li>21. Facilities Purchasing/Receiving</li> </ol> | <ol style="list-style-type: none"> <li>22. Richard Guon Child Care Center</li> <li>23. Applied Technologies Center</li> <li>50-53. Alice Holloway Young Commons (Residence Halls)</li> <li>50. Pioneer Hall</li> <li>51. Alexander Hall</li> <li>52. Tribune Hall</li> <li>53. Canal Hall</li> </ol> |
|--|---|--|
- 
- |   |
|---|
| <ul style="list-style-type: none"> <li>○ Student Parking</li> <li>■ Employee/Faculty Parking</li> <li>◆ Reserved Residence Parking</li> <li>⊙ Direct Public Safety Phones</li> <li>♿ Accessible Parking</li> <li>Ⓜ Meters (visitors) Monro Loop</li> <li>Ⓜ Meters (general) Arts &amp; Residence Lanes</li> </ul> |
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Public Safety Training Facility