



**CONFERENCES & EVENTS APPLICATION  
DAMON CITY CAMPUS**

MONROE COMMUNITY COLLEGE  
228 EAST MAIN STREET • ROCHESTER, NY 14604 • SUITE 5066  
(585) 262-1611  
FAX: (585) 262-1615

Rental: \_\_\_\_\_  
FCS Rep: \_\_\_\_\_  
Committee: \_\_\_\_\_  
Astra: \_\_\_\_\_  
Calendar: \_\_\_\_\_

**PLEASE READ THE ATTACHED GUIDELINES BEFORE SIGNING. FILL IN ALL INFORMATION. RETURN THE COMPLETED FORM TO THE FACILITIES & CAMPUS SERVICES 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: <input type="checkbox"/> Non-College # _____ <input type="checkbox"/> College # _____	

**SCHEDULE OF EVENTS**

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

DATE	DAY	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?

**FACILITIES REQUESTED:**

**Conference Center:**

- President's Conf. Room (5063)
- DCC Board Room (5057)
- Sibley Conf. Room (4172)

**Classrooms:**

- Seating for 30
- Seating for 30-50

**Computer Rooms:**

- #5006  #5007  #5008  #5030

**Other:**

- 4th Floor Atrium  5th Floor Atrium
- Main Lobby (5th Floor)
- Lecture Hall (seating for 106) #4151
- DCC Community Room (seating 50-75) #4193

**Other (continued):**

- Classroom # \_\_\_\_\_
- Video Conferencing Room #5124
- Student Lounge

**FOOD SERVICE:**

WILL YOU REQUIRE FOOD SERVICE?  Yes  No  
IF YES, CONTACT ARAMARK AT 292-2578 AT LEAST ONE WEEK PRIOR.

**PARKING:**

PARKING AVAILABLE AT ST. JOSEPH'S GARAGE AT A RATE OF \$.50/PER HALF HOUR OR \$6.00/PER DAY. PARKING IS ALSO AVAILABLE AT AREA PARKING LOTS A SHORT DISTANCE FROM THE CAMPUS.

**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 THE EVENT.

Equipment Needed	Location	Quantity	Equipment Needed	Location	Quantity
Data Projector	_____	_____	Slide Projector	_____	_____
Screen	_____	_____	PA System	_____	_____
Computer in Room	_____	_____		○ One Speaker ○ Two Speakers	
Laptop	_____	_____	Overhead Projector	_____	_____
	○ Bring Own ○ MCC Supply		TV/VCR	_____	_____
Podium	_____	_____	DVD/VCR	_____	_____
Microphone at Podium	_____	_____	OTHER	_____	_____
Handheld Microphone	_____	_____	OTHER	_____	_____
	○ Wire ○ Wireless				
Lapel Microphone	_____	_____			
	○ Wire ○ Wireless				

DO YOU NEED AUDIO/VISUAL ASSISTANCE?  YES  NO  TIME: \_\_\_\_\_

IF YES:  Equipment Setup  Other \_\_\_\_\_

**FOR EMERGENCY ASSISTANCE:**

Call Ext. 2828 or Outside (585) 292-2000 Ext. 2828 - Option 2 for DCC. Instructional Technologies can only meet a 10 minute window. We 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

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

Building Services			Facilities & Campus Services		
<b>Furniture Needed</b>	<b>Location</b>	<b>Qty.</b>	White Board Marker	Please sign out with Campus Services	
Additional Chairs	_____		Extension Cord	Please sign out with Campus Services	
Additional Tables	_____		Easel	Please sign out with Campus Services	
	○ No skirt or cloth* ○ Cloth only* ○ Cloth & skirt*				
Additional Internal Trash Cans	_____				
Coat Rack	_____				
Stage	_____				
	○ High ○ Steps ○ Skirting				
	○ Low ○ Steps				
White Board	_____				
Other	_____				
	_____				
*Additional charge for cloth and skirting for an event.					
FOR INTERNAL USE ONLY			FOR INTERNAL USE ONLY		
Building Services Labor/Overtime			Grounds Labor/Overtime		
Set up	_____		Set up	_____	
Monitor	_____		Monitor	_____	
Teardown	_____		Teardown	_____	
Other	_____		Other	_____	
FOR INTERNAL USE ONLY			FOR INTERNAL USE ONLY		
Notes			Public Safety Labor Overtime		
Mute Sound Zone	_____		Set up	_____	
Who is doing set up	_____		Monitor	_____	
Overtime	_____		Teardown	_____	
Other	_____		Other	_____	

**FEES FOR USE OF COLLEGE FACILITIES:**

**COLLEGE FACILITIES ARE ONLY RENTED IN 4-HOUR BLOCKS OF TIME, NON-PROFIT ORGANIZATIONS WILL BE CHARGED AT THE RATES LISTED BELOW; PROFIT ORGANIZATIONS WILL BE CHARGED AT 1½ TIMES THE RATES LISTED BELOW.**

Equipment	Rate Per 4 hr. Block	Rate Per 8 hr. Block
Audio Cassette Player	\$ 15.00	\$ 30.00
Screen	15.00	30.00
Signs ( <i>outside, directional</i> )	15.00	30.00
Movie Projector - 16mm	30.00	60.00
Overhead Projector	30.00	60.00
Slide Projector	30.00	60.00
Slide/Sound Projector - 35mm	45.00	90.00
P.A. System ( <i>additional microphones - \$5/each</i> )	30.00	60.00
Video Cassette Player ( <i>½" VHS or ¾" U-Matic</i> ) •VCR includes one color monitor	67.50	135.00

Facilities	Rate Per 4 hr. Block	Rate Per 8 hr. Block
Hall with one (1) table set-up	\$ 35.00	\$ 70.00
Conference Room	78.00	156.00
Classrooms (Seating for 30)	57.00	114.00
Classrooms (Seating for 30-60)	97.00	194.00
Smart Lecture Hall (Seating 106)	142.00	284.00
Smart Classroom (seating for 30)	74.00	148.00
Smart Classroom (seating for 30-60)	114.00	228.00
Multi-Purpose Room	60.00	120.00
Computer Room	400.00	800.00
Student Lounge	50.00	100.00
Teleconference Room	375.00	750.00
DCC Community Room	150.00	300.00
Reception Area	based on event	

**GUIDELINES CONCERNING USE OF COLLEGE FACILITIES:**

- 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. \*\*
- Additional Charges will be made for additional personnel and any services or facilities used beyond contracted locations or times.
- Only those facilities specifically approved on the application are to be used.
- Payment for any damage to the building or equipment will be assumed by the organization authorized on the applications.
- No equipment is to be brought into the College Campus and connected with the electric service without permission from the Coordinator of Facilities & Campus Services.
- No scenery, decorations, combustible materials, animals, or any other material of an unusual nature may be brought into a College building without approval and, if necessary, the presence of an inspector to insure their proper use.
- NO EATING or DRINKING in classrooms, lecture hall, and computer labs.
- SMOKING is not permitted anywhere on the College's premises only in the designated areas of the exterior of the Sibley Building.
- Identification will be necessary in addition to a sign-in procedure when entering the College's premises.
- All food service vendors must make arrangements with event contact person for time of delivery, set-up, clean-up. All vendor(s) MUST pick-up and clean-up within one (1) hour after event ends. Under NO circumstances shall food, drink, or vendor(s) equipment be left in room overnight or throughout the weekend.
- Parking is encouraged at the St. Joseph's Garage which is adjacent to the Damon City Campus.
- 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.
- Entrance to the building can be accessed in a variety of ways: On the street level - Main Street, Franklin Street, and through St. Joseph's Garage. You can also enter through the second level via St. Joseph's Garage.
- Insurance Binder is required naming Monroe Community College, Monroe Community College Association, Inc., and Monroe County as additionally insured in the amounts of \$1 million with a \$2 million aggregate.**
- Flyers placed throughout the campus and/or on automobiles ARE PROHIBITED. (Clean-up costs can be incurred by the organization).
- If you require the usage of whiteboards, tripods, or markers, please sign them out with Facilities & Campus Services. In the event that the items are not returned, or become broken, you will be responsible for replacement costs. (See #4)
- A minimum of 24 hours notice is necessary for deliveries at DCC or be subject to a \$25.00 charge. Scheduled delivery hours are 9:00 to 11:00 a.m. and 1:00 to 3:00 p.m.
- Tax Exempt Certificate is necessary.

**\*\* If a group finds it necessary to cancel a function, the Facilities & Campus Services Office must be notified within FIVE (5) DAYS of the event or there will be an assessment of actual costs incurred by the College to paid by the applicant.**

**ADVERTISING OR PUBLICITY GUIDELINES:**

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 FACILITIES & CAMPUS SERVICES OFFICE. THE EVENT IS SUBJECT TO CANCELLATION, IF THIS POLICY IS NOT ADHERED TO.

**Event Name**  
**Event Location**  
**St. Joseph's Garage**

# Monroe Community College Damon City Campus

