

**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.

Name of Contact Person

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

Next to this 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.

Address:

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

City, State, Zip Code:

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

Title 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 we receive questions from people looking to locate your event.

E-Mail:

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# : Fill in the estimated number of those attending.

College# : 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** lines.

Will Contact Parking Services Directly:

If you have questions on your parking or are not sure if you will get charged please contact the Parking Department directly. If you have non college attendees we need to be sure you are addressing how your guests will park.

Parking Services:

How will your guests park? Will they use the meters at the north end of Campus and pay for the hours of usage? Will they all be directed to parking one specific lot and Public Safety will not ticket in that lot during specific hours? Do you know all of their e-mail addresses and an e-permit can be mailed, are they being dropped off or bussed?

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 not familiar with these account numbers please ask your Advisor.

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 as well as the reason for the charge.

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 Sodexo, MCC's catering service at (585) 292-2578.

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

It is important to let us know this, and update if changed so ensure set up and

cleanliness of facilities.

Applicant's Signature: Since this application is used for multiple purposes you will not need to sign this section. Students, Advisors, and representatives from the Office of Student Life will sign the back.

Page _____ of _____ - Please put the number of pages there are, 1 or 3, 1 of 4 etc.

Second Page

Audio Visual Equipment:

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. Please keep these on the quarter hours 9, 9:15, etc.

Please indicate what you would like assistance with to ensure that we are sending the correct technician to assist you.

Please indicate if you are bringing any of your own equipment.

If yes, what are you bringing?

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 will need a microphone please fill in the quantity and location next to the type of microphone you will need. Check the wireless box if you prefer wireless.

FYI: If the AV assist 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.

FYI – please note the AV hours listed...when requesting assistance please ensure that your time to meet the AV tech is listed within these hours. If it is not please set up an appointment for AV training via the 292-2828 AV hotline.

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.)

Coat Rack: please indicate location and quantity.

Stage: please indicate location and quantity. Also indicate which is needed; a high or low stage. Stage pieces are 6 feet by 8 feet and we have 4 high and 4 low.

White Board: If you would like a white board in your conference center room please let us know where and how many. We have approximately 4. These are only available for the Conference Center.

If using Monroe A/B please indicate if you prefer to have the **wall** divide the two rooms or **no wall** so that it is one big room.

Campus Events

If your event requires additional resources such as White Board Markers or easels please indicate the time you will pick them up and the time you will drop them back off to Campus Events as well as the quantity you require.

For Clubs and Organizations

Club Officer: As the student completing the form please sign here

Club Advisor: Your Club Advisor will sign here

SLLD Contact: Your Student Life and Leadership Development Advisor will sign here.

Please do not fill out the “**For Internal Use Only**” Section.

Additional

It is ok to fill out one application for multiple dates. If it is one event and you have multiple dates in multiple locations please attach a separate sheet.

If there is large set up included or you’re having a difficult time explaining how you clearly want the facilities please attach a Microsoft Visio Drawing (for more information go to: <http://www.monroecc.edu/depts/campusevents/clubs/setup.htm>)

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

Electrical Spider

(Example: Parking lot N (north corner), 1)

FYI: A spider provides electricity to a location that would not otherwise have any.

Hose

(Example: Outside Gym, 1)

FYI: Area must be near a spicket.

Shipping and Receiving

(Example: Pioneer Lobby near north wall)

External Trash Cans

(Example: North Courtyard)

Picnic Table

(Example: North Courtyard,5)

Please attach form **External Event Additional Request**