



CONFERENCE & EVENTS APPLICATION APPLIED TECHNOLOGIES CENTER

RENTAL

MONROE COMMUNITY COLLEGE
2485 WEST HENRIETTA ROAD • ROCHESTER, NEW YORK 14623-2323
(716) 292-2175 Or 292-2176
Fax (716) 292-3844

PLEASE READ THE ATTACHED GUIDELINES BEFORE SIGNING. FILL IN ALL INFORMATION, RETURN THE COMPLETED FORM TO THE CONFERENCES & EVENTS OFFICE AT LEAST 15 DAYS PRIOR TO THE SCHEDULED EVENT. ALL EVENTS SUBJECT TO CANCELLATION BY MCC ADMINISTRATION.

TODAY'S DATE	NAME OF ORGANIZATION (FOR BILLING PURPOSES)		
ADDRESS		ZIP CODE	TELEPHONE NO.
NAME OF CONTACT PERSON		ATTENDEES: <input type="checkbox"/> NON-COLLEGE <input type="checkbox"/> COLLEGE	
PURPOSE OF EVENT:			

SCHEDULE OF EVENTS

DATE(S)	DAY	SET UP TIME	ACTUAL EVENT HOURS	TEAR DOWN TIME
_____	MONDAY	_____	_____ to _____	_____ to _____
_____	TUESDAY	_____	_____ to _____	_____ to _____
_____	WEDNESDAY	_____	_____ to _____	_____ to _____
_____	THURSDAY	_____	_____ to _____	_____ to _____
_____	FRIDAY	_____	_____ to _____	_____ to _____
_____	SATURDAY	_____	_____ to _____	_____ to _____
_____	SUNDAY	_____	_____ to _____	_____ to _____

ATC FACILITIES:

Pre-Approved By: _____ Date: _____ Estimated Attendance _____

LABS

- Room 102 – CNC Machining Lab
- Room 105 – Dyno Lab
- Room 107 – Trans/Engine Room
- Room 110 – Toyota/Lexus Lab
- Room 111 – GM Lab
- Room 128 – Machining Lab
- Room 131 – Machining Lab
- Room 135 – Classroom
- Room 136 – HVAC Lab
- Room 138 – HVAC Lab

CLASSROOMS ATC

- 117 – Corporate Room
- 104 – Classroom
- 118 – Classroom
- 141 – Classroom
- 142 – Computer Lab
- 149 – Classroom
- 150 – Classroom

CONFERENCE ROOMS

- Room 156
- Room 143

FOOD SERVICE:

CONTACT FOOD SERVICE VENDOR (292-2513) AT TIME OF APPLYING FOR USE OF FACILITIES YES NO

Applicant's Signature

Please put any special set-up requirements on the back of this form.

PHYSICAL ARRANGEMENT: 

ALL REQUESTS FOR EQUIPMENT MUST BE FINALIZED 3 DAYS PRIOR TO THE EVENT. SPECIAL SET UP REQUIREMENTS (DIAGRAM) SHOULD BE ATTACHED TO THE CONFERENCES & EVENTS APPLICATION AT THE TIME OF SUBMISSION. CHANGES TO AGREED SET UP WILL BE ACCEPTED IF RESOURCES ALLOW, AND IF MADE WITHIN 7 DAYS OF THE EVENT. ANY CHANGES TO THESE REQUESTS AFTER DEADLINES WILL BE DENIED OR CHARGED BACK TO THE REQUESTOR.

EQUIPMENT DEEDED:	QUANTITY	EQUIPMENT NEEDED:	QUANTITY
BLACKBOARD	_____	SLIDE PROJECTOR/SCREEN	_____
LECTURN	_____	OVERHEAD PROJECTOR/SCREEN	_____
CHAIRS	_____	VCR w/COLOR MONITOR	_____
TABLES	_____	MICROPHONE (STATIONARY OR HAND-HELD)	_____
OTHER _____			

Will you need a technician to operate the equipment? Yes No

SET UP NEEDED: _____

_____ SPECIAL SET UP (ATTACH DIAGRAM)

DIAGRAM (IF SPECIAL REQUIREMENTS)

CLASSROOM

LAB

