



CONFERENCES & EVENTS APPLICATION DAMON CITY CAMPUS - RENTAL

MONROE COMMUNITY COLLEGE
228 EAST MAIN STREET • ROCHESTER, NY 14604
(716) 292-2175 or 292-2176
FAX: (716) 427-2749

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.**

(PLEASE PRINT CLEARLY)

TODAY'S DATE	NAME OF ORGANIZATION (FOR BILLING PURPOSES)		
ADDRESS	ZIP CODE	TELEPHONE NO.	
NAME OF CONTACT PERSON	TELEPHONE NO.	ESTIMATED ATTENDANCE	

SCHEDULE OF EVENTS

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

DATE	DAY	SET-UP HOURS	ACTUAL EVENT HOURS	TEAR DOWN HOURS
_____	Monday	_____ to _____	_____ to _____	_____ to _____
_____	Tuesday	_____ to _____	_____ to _____	_____ to _____
_____	Wednesday	_____ to _____	_____ to _____	_____ to _____
_____	Thursday	_____ to _____	_____ to _____	_____ to _____
_____	Friday	_____ to _____	_____ to _____	_____ to _____
_____	Saturday	_____ to _____	_____ to _____	_____ to _____
_____	Sunday	_____ to _____	_____ to _____	_____ to _____

PURPOSE OF EVENT:

FACILITIES REQUESTED:

- | | | |
|--|--|---|
| <input type="checkbox"/> Classroom (seating for 30) | <input type="checkbox"/> Art Room #4193 | <input type="checkbox"/> Atrium — <input type="checkbox"/> 4th Floor <input type="checkbox"/> 5th Floor |
| <input type="checkbox"/> Classroom (seating 30-50) | <input type="checkbox"/> Conference Room | <input type="checkbox"/> Art Gallery #4139 |
| <input type="checkbox"/> Lecture Hall (seating for 150) #4151 | <input type="checkbox"/> Reception Area | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Computer Rooms | <input type="checkbox"/> Student Lounge | _____ |
| <input type="checkbox"/> #5006 <input type="checkbox"/> #5007 <input type="checkbox"/> #5008 | <input type="checkbox"/> Teleconference Room #4057 | _____ |

FOOD SERVICE: Yes No Vendor's Name: _____

APPLICANT'S SIGNATURE	DATE	COLLEGE OFFICIAL'S SIGNATURE
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OFFICE USE ONLY:

<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	<input type="checkbox"/> RE-SUBMIT	<input type="checkbox"/> CANCELLED
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PLEASE RETURN FORM TO: Monroe Community College
ATTN: Conferences & Events Office
1000 E. Henrietta Road
Rochester, New York 14623-5780

PHYSICAL ARRANGEMENTS:

STATE ALL REQUIRED EQUIPMENT. THE COLLEGE CANNOT PROVIDE ARRANGEMENTS NOT SPECIFIED HERE. ALL REQUESTS FOR EQUIPMENT MUST BE FINALIZED 72 HOURS PRIOR TO THE EVENT.

EQUIPMENT NEEDED	QUANTITY	EQUIPMENT NEEDED	QUANTITY
BLACKBOARD	_____	SLIDE PROJECTOR/SCREEN	_____
OVERHEAD PROJECTOR	_____	VCR w/COLOR MONITOR	_____
LECTURN	_____	MOVIE PROJECTOR (16mm)	_____
CHAIRS	_____	TAPE RECORDER	_____
TABLES	_____	P.A. SYSTEM	_____
MICROPHONE (STATIONARY/HAND-HELD)	_____		

COMMENTS: _____

WILL YOU NEED A TECHNICIAN TO OPERATE THE EQUIPMENT: YES NO

FEEES 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 1 1/2 TIMES THE RATES LISTED BELOW.

Equipment	Rate Per 4 hr. Block
Audio Cassette Player	\$ 15.00
Screen	15.00
Signs (<i>outside, directional</i>)	15.00
Movie Projector - 16mm	30.00
Overhead Projector	30.00
Slide Projector	30.00
Slide/Sound Projector - 35mm	45.00
P.A. System (<i>additional microphones - \$5.00 each</i>)	30.00
Video Cassette Player (1/2" VHS or 3/4" U-Matic)	67.50
*VCR includes one color monitor	

Equipment	Rate Per 4 hr. Block
Hall with one (1) table set-up	\$ 35.00
Conference Room	55.00
Classrooms (<i>Seating for 30</i>)	50.00
Classrooms (<i>Seating for 30-50</i>)	85.00
Lecture Hall (<i>Seating 200</i>)	110.00
Multi-Purpose Room	60.00
Computer Room	375.00
Reception Area	based on event
Student Lounge	50.00
Teleconference Room	375.00

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 FIVE (5) BUSINESS DAYS PRIOR TO THE EVENT, OR APPROVAL IS AUTOMATICALLY WITHDRAWN.
- Additional Charges will be made for additional personnel, bleacher set-up in Gym, and any unusual services.
- 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 buildings or on the College grounds and connected with the electric service without permission from the Director of Institutional Facilities.
- 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.
- NO EATING, or DRINKING in classrooms, lecture halls, Theatre or Gym.
- SMOKING is not permitted anywhere on the College's premises.
- 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 Clinton Avenue Garage, which adjacent to the Damon Center.
- 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 Clinton Avenue Garage. You can also enter through the second level via Mortimer Street Garage or the Midtown Skyway.
- Insurance Binder is necessary.
- 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 Conferences & Events Office must be notified within FIVE (5) DAYS of the event or the group will be charged the scheduled personnel cost(s).**