



Monroe Community College
STATE UNIVERSITY OF NEW YORK

CAMPUS EVENTS APPLICATION
MONROE COMMUNITY COLLEGE
1000 East Henrietta Rd – ROCHESTER, NY 14623
Building 3, Room 108
(585)292-2010 – FAX: (585) 292-3844

CE Rep: _____
Astra: _____
Date Billed: _____
 Internal External
 SpFW SpPW Grant

www.monroecc.edu/depts/campusevents

Campus Events is a department of the Economic Development and Innovative Workforce Services (EDIWS) division at MCC

PLEASE READ THE ATTACHED GUIDELINES BEFORE SIGNING. FILL IN ALL INFORMATION. RETURN THE COMPLETED APPLICATION AND SAFETY AND SECURITY CHECKLIST AS WELL AS ANY REQUESTED ADDITIONAL DOCUMENTATION TO THE CAMPUS EVENTS OFFICE AS DIRECTED.

ALL EVENTS ARE SUBJECT TO CANCELLATION BY MCC ADMINISTRATION. SUBMISSION OF APPLICATION PAPERWORK DOES NOT GUARANTEE CONFIRMATION OF A RESERVATION
If you require assistance accessing this document, please contact a Human Resources representative at HR@monroecc.edu or (585) 292-2048.

PLEASE PRINT CLEARLY, COMPLETE ALL BOXES FOR PROPER PROCESSING

NAME OF CONTACT PERSON (PRIMARY)		NAME OF ORGANIZATION (FOR BILLING PURPOSES)	
E-MAIL (REQUIRED)		TELEPHONE NO. (REQUIRED) or Office extension	CELL PHONE NO.
ADDRESS (FOR RENTAL ONLY: P.O. Boxes not accepted)		TITLE OF EVENT (REQUIRED)	
DESCRIPTION OF EVENT (REQUIRED); topic, format, purpose, name of presenter(s), etc.			
(REQUIRED) WILL ANYONE UNDER AGE 17 BE IN ATTENDANCE <input type="checkbox"/> YES <input type="checkbox"/> NO			
IF YES, WHO WILL ASSUME CUSTODY AND CONTROL (PARENT/GUARDIAN) _____ *If there will be attendees under the age of 17, the event will be subject to the Child Protection and Mandatory Child Abuse Reporting and Prevention Policy, if these minor attendees are not under the protection of their parents and/or guardians, a notarized Revocable Permit will also be required.			
Will there be event attendees parking on campus who are not MCC Students or Employees? <input type="checkbox"/> Yes <input type="checkbox"/> No			
ESTIMATED NUMBER OF ATTENDEES (REQUIRED) Non-College/MCC # _____ College/MCC # _____ Org.# _____ Acct.# _____ (MCC Department Must Fill Out Internal Events Only)		PARKING SERVICES ASSIGNED LOTS _____ E-PERMIT _____ BUS <input type="checkbox"/> (over 30) (up to 30) Costs for Non-MCC guests TBD by Parking Services	
		Roadway Signage - Applicable only for events with attendee count over 30 - May require a service charge. See "MCC Rental Rates" page for more info.	

SCHEDULE OF EVENTS: PLEASE BE SPECIFIC WITH SET-UP, ACTUAL AND TEAR-DOWN TIMES

DAY	DATE	APPLICANT SET-UP TIME (Specify AM/ PM)	ACTUAL EVENT TIME (Specify AM/ PM)	APPLICANT TEAR DOWN TIME (Specify AM/ PM)
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 _____

Please List reservation(s) spanning several dates: _____

FACILITIES REQUESTED: CAMPUS: <input type="checkbox"/> Brighton <input type="checkbox"/> Downtown <input type="checkbox"/> ATC <input type="checkbox"/> Conference Room(s) _____ <input type="checkbox"/> Classroom(s) _____ <input type="checkbox"/> Meeting Room(s) _____ <input type="checkbox"/> Computer Lab(s) _____ <input type="checkbox"/> Athletic Facility(ies) _____ <input type="checkbox"/> Other _____	Frequently Reserved Facilities Brighton: <u>Conference Spaces:</u> Monroe A/B (3-205 A/B), Forum(3-130), Empire(3-209), Brighton(3-217), Main/North Dining, Campus Center Atrium, Terrace, Bausch & Lomb Lobby, Second Floor Lobby <u>Athletic Spaces:</u> Gym, Pool, Hall of Fame, Fields, PAC Turf, Conference Room (10-182) <u>Other:</u> Theater, Black Box Theater, South Atrium Downtown Campus: High Falls A/B(320 A/B), High Falls Corridor Applied Technologies Center: Auto Lab, Classroom, Conference Room *Rentals include use of the data projector, screens, computer, internet access, one wireless mic, one podium mic, and podium. Additional AV equipment available upon request. Monroe Community College is committed to providing universal access to all events pursuant to ADA guidelines. For more details please refer to the guidelines page (p.3).
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PLEASE PRINT CLEARLY. COMPLETE ALL BOXES FOR PROPER PROCESSING.

FOOD SERVICE:

Will you have food or beverages at your event? <input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, contact Sodexo at 292-2578, catering@monroecc.edu or https://monroecc.sodexomyway.com . If you will be using "take out style catering", you must notify the Campus Events office via email at least 72 business hours prior to your event.
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Sodexo is the exclusive caterer for Monroe Community College. Any event serving food and/or beverage must contact Sodexo. Additionally, please contact Sodexo in regards to catering options and/or requests of waivers from utilizing Sodexo's services. All food service is billed separately from MCC event fees.

AUDIO VISUAL EQUIPMENT: ALL REQUESTS MUST BE FINALIZED 72 BUSINESS HOURS PRIOR TO EVENT

1. Do you need Audio Visual Assistance? Yes No (If No, skip to questions 2 and 3)

Assistance to include: Equipment Set Up only | Set up with meeting A/V Tech. immediately prior to event | A/V Tech. needed for duration of event
***Needing an AV Technician for event duration may require personnel charges to be paid at the event organizers expense (4 hour minimum charge)**

Please indicate the time you would like to meet the AV Technician: _____ (please indicate to the quarter hour, ie., 9, 9:15, 9:30, 9:45)
A/V Technicians can only meet a 10 minute window and cannot guarantee service afterwards

Please **specify** what you would like assistance with: _____ Ex. Assistance with PowerPoint(s), microphones and/or video (Note: assistance would pertain to the function and use of the IT resources located in the facility assigned to the event.)

2. Will you require streaming and/or recording? Yes No **If YES, please contact Instructional Services at (585)292-2588 to set up arrangements**

3. Are you bringing your own AV Tech. or equipment? Yes No **If YES, what are you bringing?** _____

NOTE: Most facility computers have VGA and HDMI connectivity. Other connectivity cables/adaptors must be provided by the event organizer.
 Music playlists and/or audio content must be provided by the event organizer.

Equipment Needed	Location	Quantity
Data Projector	_____	/ _____
Screen(s)	_____	/ _____
Computer in Room	_____	/ _____
Podium (excludes conf. rooms)	_____	/ _____
Other	_____	/ _____

Please note: MCC may not be able to accommodate all IT scenarios. (ie. connection of any/all devices to the MCC network)

For A/V Assistance: Call X: 2828 or Outside (585)292-2000 X: 2828.
Further Information can be found by visiting <https://www.monroecc.edu/depts/instech/>

Microphone	Qty	Location	Wireless
<input type="checkbox"/> Podium	_____	_____	N/A
<input type="checkbox"/> Handheld	_____	_____	_____
<input type="checkbox"/> Lapel	_____	_____	_____
<input type="checkbox"/> Tabletop	_____	_____	N/A

FACILITIES: ALL REQUESTS MUST BE FINALIZED 2 WEEKS PRIOR TO EVENT

(Revisions must be submitted to the Campus Events office 72 business hours prior to the primary and/or 1st event date)

Description of Reserved Space Set Up. Please indicate number of tables (round/rectangle), chairs, reason for use of items, and placement. A visual diagram may be produced to confirm request.

Resources Requested

Stage(s) High (2 ft) Low (1 ft) Location _____ / # _____

*Accessible Chair Lift Location _____

Coat Rack(s) /# _____ Easels (Poster display) /# _____

Paper Flip Chart /# _____ Dry Erase Board /# _____

Table Covers (for registration, display, and panel tables only)
 Yes No | MCC Logo /# _____ Solid Black /# _____

*Chair Lift must be operated by MCC Staff/Faculty

MCC CLUBS & ORGANIZATIONS

Club Officer (print) _____ Date _____

Club Advisor (print) _____ Date _____

OSSLD Contact *(sign) _____ Date _____

*Required *(print) _____

For more information to help you complete this application go to: <https://www.monroecc.edu/depts/campusevents/student-club-events/student-event-approval-process/>

FEES DISCLAIMER

- **Personnel Charges (external and/or internal):** Any personnel charges incurred by the event will be paid by the client which may include any combination of the following: *Event Supervisor, A/V Tech., Theater Tech., Building Services/Facilities/Grounds, Public Safety, Parking Services, and/or Lifeguard*

- Additional Charges may be incurred for damages, additional clean up, personnel and/or facilities used beyond the contracted locations and times.

- Please refer to the Guidelines Concerning Use of College Facilities and the MCC Rental Rates Sheet for further fee related information.

FOR INTERNAL USE ONLY

NOTES:

OT BS: _____ OT OPS: _____

OT OTHER: _____ OT CE: _____

COI: _____ e-permit MOD: _____

CMTE date: _____ E-MAIL date: _____

MUTE SOUND ZONE WORK ORDER #: _____

ACKNOWLEDGMENT REVOCABLE PERMIT

SPONSORSHIP FORM

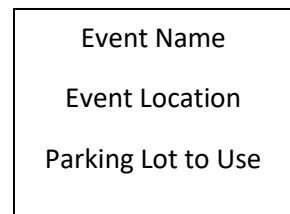
GUIDELINES CONCERNING USE OF COLLEGE FACILITIES:

1. There is a twenty-five percent (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. All reservations are subject to rental fees as listed on the most recent MCC Rental Rates Sheet
2. Certificate of Insurance (COI) is required naming Monroe Community College, Monroe Community College Association, Inc., Monroe Community College Foundation, and Monroe County as additionally insured in the amounts of \$1 million with a \$2 million aggregate. Insurance binder is due with the nonrefundable deposit and must be on file before the event can be officially scheduled.
3. Child Protection Policy: If there will be attendees under the age of 17, the event will be subject to the Child Protection and Mandatory Child Abuse Reporting and Prevention Policy. If these minor attendees are not under the protection of their parents or guardians, a Revocable Permit will also be required.
4. Monroe Community College is committed to providing universal access to all events pursuant to ADA guidelines. Additional accommodations are at the responsibility of the event organizer including expenses. MCC recommends the following vendors: Interpreting Services – Sorenson Communications (1-800-659-4783); Real-Time Captioning Services – Caption Access (1-847-986-9330). Please contact the vendor directly with any questions.
5. Any personnel charges incurred by the event will be paid by the client which may include any combination of the following: Event Supervisor, Theater Tech., Building Services/Facilities/Grounds, Public Safety, Parking Services, Lifeguard. (4 hour minimum ea.) Additional charges may be incurred for personnel or facilities used beyond the contracted locations and times.
6. Alcoholic beverage permission is restricted at all MCC facilities and functions. Refer to the Request to Serve Alcohol On Campus Protocol at: <https://www.monroecc.edu/depts/pstd/drug-and-alcohol-prevention-policy/> Contact a Campus Events representative for further information.
7. Facility Use: Only those facilities specifically approved on the application are to be used. The College reserves the right to deny an application or cancel an event if it is found that the applicant's intended use or activity is inconsistent with the designated purpose of the specific location requested; or if the location requested is not suitable for the intended use or activity because of its special nature; or the number of persons engaged in the event exceeds the number that can reasonably be accommodated in the particular location; or the use or activity intended by the applicant is prohibited by law or MCC Environmental Health and Safety guidelines.
8. Changes for event setups and/or times **must be** provided at least 72 business hours prior to the primary event date or if a sequence of dates, before the first event date. If not received within this time, client may be charged for fees. (personnel, facility, etc.)
9. Payment for any additional cleaning and/or damage to the building, facilities or equipment will be assumed by the organization authorized on the applications.
10. No equipment is to be brought into the buildings or on the College grounds and connected with the electric service without permission from the Directors of Facilities and Campus Events.
11. No Scenery, decorations, combustible materials, animals, inflatable games, recreational equipment 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.

12. NO EATING, or DRINKING in computer labs, Theater, Dance Studio or PAC Field House
13. Tobacco, Smoke, and Vape Free Policy: MCC is a Tobacco-Free campus. No tobacco products are allowed in any building grounds owned or leased by the college. Refer to the Tobacco Free Policy at: https://www.monroecc.edu/fileadmin/SiteFiles/GeneralContent/depts/policy/documents/2.6_Tobacco-Free_Smoke-Free_Vape-Free_Policy.pdf
14. All activities in the Theater or Athletics/Physical Education facilities must be approved by the Director of the Theater, or the Director of Athletics/Physical Education, respectively. In both instances, College personnel must be present in the supervisory capacity and the cost of these supervisors must be assumed by the organization requesting use of these facilities.
15. All food service must be coordinated by the College's contracted food service provider. No food or drinks may be brought on campus by outside organizations, caterers, or individuals for events.
16. Parking is limited to the designated parking areas as assigned by Campus Events; all cars illegally parked will be ticketed or towed at the owner's expense. MCC parking regulations are enforced at all times.
17. 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 as per the Health and Safety Office.
18. SEASONAL COSTS: If at any time MCC Public Safety and/or facilities personnel determine that campus roads and parking lots are unsafe because of snow and/or ice, the applicant may be billed the costs of snow removal, or given the option to cancel/postpone the event.
19. Unapproved signage, flyers, chalking, etc. throughout the campus and/or on any vehicles **ARE PROHIBITED**. (Clean-up costs may be incurred by the organization).
20. If you require the usage of table covers, whiteboards, flip charts, or poster display easels, 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.
21. Vendors: Please contact the MCC Association for use of facilities.
22. Monroe Community College prohibits discrimination based on race, color, religion, sex, sexual orientation, pregnancy, familial status, gender identity or expression, age, genetic information, national or ethnic origin, physical or mental disability, marital status, veteran status, domestic violence victim status, socioeconomic status, criminal conviction, or any other characteristic or status protected by state or federal laws or College policy in admissions, employment, and treatment of students and employees, or in any aspect of the business of the college.

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. ADJUSTMENTS MAY BE DETERMINED BY THE CAMPUS EVENTS OFFICE ACCORDINGLY. 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.

Sample of Roadway Signage



BY SIGNING THIS AGREEMENT, I ACKNOWLEDGE I HAVE READ, UNDERSTOOD, AND AGREE TO THE GUIDELINES WITHIN THE APPLICATION AND HAVE PROVIDED ACCURATE INFORMATION IN REQUESTING TO HOLD AN EVENT AT MONROE COMMUNITY COLLEGE. I ACKNOWLEDGE A 25% NONREFUNDABLE FACILITY CHARGE IS DUE UPON RECEIPT. ALL CHARGES INCURRED FOR THE RENTAL OF FACILITIES AND/OR PARKING AND/OR PERSONNEL AND/OR OTHER SERVICES 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 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 SIGNATURE (By electronically signing this form you are agreeing the electronic signature is the legal equivalent to your manual signature)	DATE
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Event Organizer Safety & Security Checklist

Colleges and universities are intentionally places to explore ideas and values, including ideas and values that have passionate supporters as well as opponents. Monroe Community College (MCC) is committed to maintaining an educational environment where the exploration of differing opinions is respectful and encourages personal growth. We recognize that some topics and speakers may be controversial, and the College has an obligation to prepare for such events in order to maintain a safe environment that allows the College to fulfill its educational mission.

Monroe Community College event organizers and third party organizers using MCC facilities are responsible for making all reasonable efforts to ensure a safe environment around their event. Event organizers (individuals, groups, clubs, organizations, etc.) are responsible for recognizing the potential for disruption in their specific event and working with appropriate college departments to ensure the safety of attendees and the greater college community, and the right of students and employees to an environment conducive to learning and working. The intent of this checklist is to assist event organizers in that responsibility.

Event organizers are responsible for incorporating the following steps into their planning to ensure the appropriate MCC offices are notified in a timely manner and able to prepare for their role in maintaining the working and learning environment. The completed checklist is to be returned to the Campus Events Office (Brighton Campus 3-120; Downtown Campus 402E) with a completed Campus Events Application. This checklist applies to all events held at MCC, whether sponsored by the College, a unit of the College, or a third party.

Please Note: If the event organizer, Campus Events representative and/or other MCC official determines that the event may disrupt the learning or working environment, it is the event organizer’s responsibility to notify their Campus Events representative so that he/she can direct them accordingly to what offices will need to be contacted.

Please complete only 1 of the 2 designations below.

1. This event is unlikely to attract disruption and does not require notifying MCC officials*

Signature of Event Organizer: _____ Date _____

(By electronically signing this form you are agreeing the electronic signature is the legal equivalent to your manual signature)

2. This event or reaction to this event may disrupt the learning and working environment.

The following offices have been notified:

- Sponsor’s Divisional College Officer (Internal MCC sponsored events only)
Date: _____ Person Notified: _____
- Executive Dean, Downtown Campus (Downtown Campus events only)
Date: _____ Person Notified: _____
- Government and Community Relations Department (Internal and External events)
Date: _____ Person Notified: _____
- Department of Public Safety (Internal and External events)
Date: _____ Person Notified: _____

I/We have requested Public Safety officers at the event: Yes No

Yes, I/We have notified the offices as indicated above.

Signature of Event Organizer: _____ Date _____

(By electronically signing this form you are agreeing the electronic signature is the legal equivalent to your manual signature)

**MCC officials may override an event organizer’s assessment of an event.*

MCC Contacts:

- Campus Events - (585) 292-2010
- Office of Government and Community Relations - (585) 292-3013, marcom@monroecc.edu
- Public Safety – Contact will be made by the Campus Events Office

For Campus Events Office Use Only:

- Approved; no further action needed.
- Not approved; pending further discussion.
- Not approved; reservation request denied.
- Other:

Date: _____ Campus Events Representative: _____

Public Safety Guidelines:

Event sponsors must utilize MCC's Department of Public Safety for events that may potentially:

- ✓ Attract a large audience
- ✓ Disrupt the learning and working environment
- ✓ Require vehicular or pedestrian traffic direction or management
- ✓ Require security or law enforcement services as a contractual condition of the exhibitor, presenter or performing artist's appearance
- ✓ Offer "day-of" paid guest admissions or other on-site cash handling including, but not limited to, merchandise sales and collection of charitable donations
- ✓ Involve temporary restriction, obstruction or closure of any campus roadway, service drive or parking area, including for organized walking, jogging, running, cycling, skating
- ✓ Feature mechanical amusement rides or inflatable amusement structures
- ✓ Feature a professional, semi-professional or amateur athletic competition or exhibition
- ✓ Feature animals in lawful competition or on lawful exhibition

After reviewing all information, your Campus Events Representative will determine if contacting the Department of Public Safety is necessary. Please be advised that the MCC Department of Public Safety will determine the appropriate level of police and/or security staffing for any event. Associated costs may be the responsibility of the event sponsor.

MCC Rental Rates Sheet

FEES FOR USE OF COLLEGE FACILITIES:



COLLEGE FACILITIES ARE RENTED AT A FOUR HOUR MINIMUM AT RATES LISTED BELOW UNLESS INDICATED.

Brighton Campus Rental Rates

Brighton Campus Facilities	Rate	Athletic Facilities	Rate
Theatre	\$170 per hour	Pool	\$75 per hour
Black Box Theatre	\$55 per hour	PAC/Pool Lobby	\$45 per hour
Theatre Lobby	\$45 per hour	Gymnasium	\$100 per hour
Theatre Dressing Rooms	\$70.50 per hour	Gym Lobby - Hall of Fame Lobby	\$45 per hour
North Atrium	\$55 per hour	PAC - Indoor Turf	\$200 per hour
Art Gallery	\$65 per hour	PAC - Indoor 1/2 Turf	\$100 per hour
The Brighton Room	\$65 per hour	Dance Studio	\$55 per hour
Monroe A or B	\$79 per hour	Athletic Outside Grass Field	\$100 per hour
Monroe A & B	\$117.75 per hour	Athletic Outside Turf Field	\$150 per hour
The Forum	\$121.50 per hour	Softball Field	\$200 per game
The Empire Room	\$70.50 per hour	Baseball Field	\$350 per game/\$100 hourly
Main Dining Room	\$121.50 per hour	5 K Route	\$500 flat rate
Marketplace Dining Area	\$121.50 per hour	Walk-a-Thon Sidewalk Route	\$250 flat rate
B&L Lobby	\$45 per hour	Grassy Area	\$100 per hour
Campus Center 2nd Floor Lobby	\$45 per hour		
Campus Center Atrium	\$121.50 per hour	Additional Athletic Services	Rate
Campus Center Terrace	\$121.50 per hour	Event Supervisor	\$25 per hour at discretion of facility
Meeting Room (Max Occupancy 20)	\$34.75 per hour	Mound Repair	\$25 per game/\$50 per double-header (2 games)
Classroom (Max Occupancy 35)	\$39.50 per hour	On-field batting practice	\$100 flat fee
Lecture Hall (Max Occupancy 100)	\$74.50 per hour	Excessive Clean-up	\$200 at discretion of facility
Lecture Hall (Max Occupancy 200)	\$112 per hour	Indoor Batting Cage	\$50 per hour *min 1/2 indoor turf rental required
Computer Classroom	\$108.25 per hour	Field Lines-Softball	\$50 flat fee
Hallways	\$53.25 per hour	Press Box/Scoreboard - Soccer	\$50 per game
		Scoreboard Operator	\$50 per game
Brighton Campus Additional Services	(Flat Rate)	Shot Clock Operator	\$50 per game
Marley Floor	\$250	Locker rooms access	\$100 per game

Downtown Campus Rental Rates

Applied Technologies Center Rental Rates

Downtown Campus Rental Rates	Rate	Applied Technologies Center Rental Rates	Rate
Hallways	\$53.25 per hour	Classroom	\$39.50 per hour
High Falls A or B (320A or 320B)	\$79 per hour	Auto Lab	\$108.25 per hour
High Falls A and B (320A and 320B)	\$105 per hour	Teleconference Room	\$123.30 per hour
High Falls Lobby (391D)	\$45 per hour	Computer Classroom	\$108.25 per hour
Window Corridor (391C)	\$53.25 per hour	Conference Room	\$34.75 per hour
Meeting Room	\$53.25 per hour		
Video Conference Room (412A)	\$123.30 per hour	Parking Services Rental Rates	
Board Room	\$70.50 per hour	Parking Services Event Rates	Rate
Classroom	\$39.50 per hour	Per Attendee	\$1.00 per non-MCC guest
Smart Classroom (Seating up to 30)	\$78.30 per hour	4 hour lot rental	\$250 (flat rate)
Smart Classroom (Seating up to 60)	\$100 per hour	8 hour lot rental	\$350 (flat rate)
Computer Classroom	\$134.70 per hour	lot rental with turnover	\$650 (flat rate)
		Roadway Signage	\$100 (one-time fee per event)

Personnel Rates:

Personnel – Billed at a 4 hour minimum	Rate	
Public Safety	\$45 per hour	Personnel Charges (external and/or internal): Any personnel charges incurred by the event will be paid by the client. Such changes may include any combination of the following: <i>Event Supervisor, A/V Tech., Theater Tech., Building Services/Facilities/Grounds, Public Safety, Parking Services, and Lifeguard</i>
Event Supervisor	\$25 per hour	
A/V, IT Technician	\$25 per hour	
Theatre Technician	\$25 per hour	
Building Services	\$25 per hour	
Grounds Services	\$25 per hour	
Parking Attendant	\$25 per hour	
Life Guard	\$11.75 per hour	Additional Charges may be incurred for personnel or facilities used beyond the contracted locations and times.