MOHAWK VALLEY COMMUNITY COLLEGE

FACILITY USE APPLICATION

Rental Group Information:

Name of Event: _____
Sponsoring Organization: _____
Representative Name: _____

Address: _____
City: _____
State: _____
Zip: _____

Phone: _____
Fax: _____
Email: _____
Billing Contact: _____ (*please provide address if different from above*)

Are you a 501 – (C) 3 Tax Exempt Organization?

___ No
___ Yes (*501- C 3 organizations must provide documentation of current status)*

Event Information:

Date(s) requested: _____
Event location: _____
On-Site Contact(s):_____
Phone(s):_____
Number of People Expected: _____
Audience Admission/Entrance fee: **$** _____

Event Type (*Please Select)*

___ Concert/Recital
___ Reception
___ Graduation/Ceremony
___ Lecture
___ Theatre/Dance
___ Meeting/Conference
___ Class

Please Elaborate- _____
_____
_____
_____
_____

Access to venue requested at: _____ AM/PM

- Event begins: _____ **AM/PM**
- Event ends: _____ **AM/PM**

Venue vacated (lights out, locked up) by: _____AM/PM

Bill Dustin, Events Administrator	**Katie Ksiadz, Events Coordinator**
315.731.5840 (phone)	315.731.5720 (phone)
315.792.5678 (fax)	315.792.5678 (fax)
Bill.Dustin@mvcc.edu	Events@mvcc.edu

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Venue Setup:
Please allow MVCC to accommodate your organization to the best of our ability by providing any requests regarding the Venue Setup (Ex. Tables and Chairs Requested, Technical Requests (Power Point, Mic, etc.)

Please Specify: _____
_____
_____
_____
_____

Venue Setups are subject to change pending Event's Office discretion.

Addition Information: *(If applicable)*

- Is your organization working with additional vendors? If so, please provide MVCC with the information of the vendor.

  Name of Vendor: _____
  Contact of Vendor: _____
  Phone: _____

- If your organization is interested in catering services, MVCC's contracted caterer, Sodexo Campus Services, would be pleased to negotiate a contract.

  Additional information would be required such as:

  - Estimate Number of People being catered for: _____
  - Time of Catering Service: _____
  - Food/Beverage Requested
    _____
    _____
    _____

Outside food and beverage is prohibited at events unless otherwise approved through the Events Office and Sodexo Services.

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A **Certificate of Insurance** must be provided by any outside group wishing to use the College with a limit of not less than $1 Million against any injury or damage to persons or property on campus. The Certificate of Insurance for General Liability **must read as follows**: *"MVCC and Oneida County and their offices and employees are 'Additional Insured' on: _____ (Please include the specific date (s) of use)."*

The Facility Use Applicant and representatives agrees to follow all College rules, regulations and fees for the use of facilities as stated in the MVCC Rental Requirements, Procedures and Fees Packet.

In addition, the Facility User understands that:

1. MVCC reserves the right to review all advertisements of outside groups using the facility prior to publication. No group will indicate that the College is a sponsor of the event unless a written agreement is reached with the College in advance.

   ***Initial here: _____**

2. MVCC reserves the right to deny the use of its facilities to any organization whose goals and philosophies are not consistent with the mission of the College.

   ***Initial here: _____**

3. MVCC reserves the right to deny the use of its equipment if that equipment or the technicians needed to operate the equipment are unavailable or in the judgment of the College, outside usage of equipment is not in the best interest of the College**.**

   ***Initial here: _____**

4. MVCC Events Office reserves the right to make any changes deemed necessary for the event. This includes but is not limited to: Setup, Equipment, and Personnel Costs.

   ***Initial here: _____**

5. When the College is closed due to inclement weather or emergency situations, events will be cancelled, including facilities rentals (deposit will be returned to applicant/event rescheduled).

   ***Initial here: _____**

6. To the fullest extent permitted by law, the Facility Use Applicant and representatives shall defend, indemnify and hold harmless Mohawk Valley Community College, its officers and employees from all claims for bodily injury, property damage, and personal injury that may arise in the course of using Mohawk Valley Community College facilities to the extent of the negligence attributed to such acts or omissions by the facility user, the facility user's subcontractors or anyone employed directly or indirectly by any of them, or by anyone for whose acts any of them may be liable.

   ***Initial here: _____**

7. The undersigned acting for the above named organization agrees to accept responsibilities, rules and regulations listed above and in the MVCC Facilities Use Information Packet including procedures, policies, fees and charges resulting from the use of the College facilities as hereon requested, including overtime maintenance, if required.

   ***Initial here: _____**

Representative's Signature: _____
Date: _____

****Verifies acknowledgment of policies, procedures and fees.***

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