



MOHAWK VALLEY COMMUNITY COLLEGE | FACILITY USE RENTAL APPLICATION

Name of Event: _____ Sponsoring Organization: _____ Event Contact: _____

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

Phone: _____ Fax: _____ Email: _____ Billing Contact: _____

IRS Tax Exempt number: _____ 501 – (C) 3* (check one) Yes No (* 501- C 3 organizations must provide documentation of current status)

Event Type (check one): Concert/Recital Reception Graduation/Ceremony Lecture Theatre/Dance Meeting Conference Class

Date(s) of request: _____ Event location: _____ Audience admission/entrance fee: \$ _____

Access to venue requested at (am/pm): _____ Event begins at (am/pm): _____ Event ends at (am/pm): _____

Venue vacated (lights out, locked up) by (am/pm): _____ Number of people expected: _____

Room Set Up – Theater Excluded (Check One): Classroom Style w/ Tables Auditorium Style w/out Tables Boardroom Style Other (Please call)

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 stated below:

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.
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.
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.
4. 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 will be rescheduled).
5. 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.
6. 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.

Representative’s Name _____ Date _____

*Initial here: _____
*Verifies acknowledgment of policies, procedures and fees.

MOHAWK VALLEY COMMUNITY COLLEGE | TECHNICAL REQUEST FORM

IMPORTANT: You must return this form at least ten (10) days before your event. Failure to do so will result in a lack of technical support. This form will be used to set up your event, so the more information and detail you give us, the better prepared our staff will be.

***Technical Contact Name and Phone Number:** _____ **Email:** _____

** This person will be responsible for communicating the technical needs of the show and must be present on site for all contracted times.*

** Adult supervision is required for all productions that include children less than 18 years old.*

Date(s) of rehearsal: _____ Date(s) of performance: _____ Access to venue requested at (am/pm): _____

Time that doors open to public: _____ Event begins at (am/pm): _____ Event ends at (am/pm): _____

Venue vacated (lights out, locked up) by (am/pm): _____ Number of people expected: _____

Facility Needs: (Please check all that apply and indicate the quantity of the items you require for your event where applicable-attach a diagram of your set up)

Podium: _____ Tables: _____ Chairs: _____ Easel: _____ Flip Chart: _____ Coat Racks: _____ Flags _____ Table Skirting/Linen

Special Needs (Theater Events Only): **These must be pre-approved by the Production Office.*

Orchestra Pit _____ Baldwin Piano _____ Steinway Piano _____ Balcony Seating _____ Music Stands: _____ Conductor's Riser _____ Using **MVCC** Technicians

*Using **YOUR OWN** Technicians _____ Additional Dressing Rooms: _____ Green Room _____ *Scene Shop Storage

Sound (check all that apply):

I do not require any sound reinforcement or playback.

I will require one mic for announcements.

I will require _____ on-stage monitors.

I will require _____ mic(s) for instrument and/or vocal reinforcement.

I will require _____ WIRELESS mics (rental charges will apply).

I will require playback of _____ CD _____ Cassette _____ MP3 Player _____ Laptop/Computer.

I will require a set up not listed above and have attached additional information.

Lighting (check all that apply):

I do not have any special lighting requirements and will use the house lighting (standard, no color orchestra lighting).

I have some simple requirements and have attached additional information.

I will require _____ one (1) _____ two (2) follow spots (theater only; maximum of 2 spotlights).

I have attached a lighting plot. Please contact me to discuss.

Audio-Visual (check all that apply):

I do not require any AV equipment.

I will require projection, computer and projection screen.

I will require audio/video playback on DVD VCR Computer.

I will be providing the following AV equipment: _____

I will require a set up not listed above and have attached additional information.

Catering – Sodexo Campus Services:

I do not require any catering.

I will require catering and will submit my menu selection.

Please contact me to discuss catering options.

Other Information:

Will you have someone to video tape your event?

Yes *No

*Would you like MVCC to video tape your event?

Yes No (rental charges will apply)

Will you have someone to audio record your event?

Yes *No

*Would you like MVCC to audio record your event?

Yes No (rental charges will apply)

Will you provide "house" music (CD) to play prior to your event? Yes No*

**House music will be selected at the discretion of the House Manager or Theater Technical Assistant.*

Additional equipment that you would like us to provide: _____

Additional equipment that you will be providing: _____

For general questions and/or concerns please contact the *Office of Events* at (315) 731.5722 or wdustin@mvcc.edu.

For technical questions related to the MVCC Theater please contact the *Production Office* at (315) 731.5757 or mdiederich@mvcc.edu.