

County College of Morris
 Office of Business & Finance 214
 Center Grove Road Randolph,
 N.J. 07869
 e-mail:
 useofcollegefacilities@ccm.edu
 Phone: 973-328-5070

APPLICATION FOR USE OF COLLEGE FACILITIES



1. Sponsoring Organization Name and Address of Person Responsible Business Tel: _____ Fax: _____ E-mail: _____	2. Day of Event Set-up and/or rehearsal Time from _____ to _____	Date of Event Actual Time of Event from _____ to _____
3. Is the Sponsoring Organization a non-profit organization? Yes No If "NO", describe the nature of the sponsoring Organization's business:		
4. Billing Address:	5. Facility, Room, Area requested: (Attach set up diagram if appropriate.) Est. Attendance: Maximum Minimum	
6. Description of Event and how rental space will be utilized: <p style="text-align: center;">Check if alcoholic beverages will be served. Check if event is open to the public.</p> <p>Please list a telephone number of your organization to which inquiries may be referred:</p>		
7. EQUIPMENT/SERVICES REQUESTED: Stage risers and platforms Portable Sound System Rubber mats (Gym/SCC) Overhead Projector Laptop Other:	<u>Setup/submit diagram</u> Microphone Podium Food service (Contact Chartwells 973-328-5158)	SPECIAL STAFFING REQUESTED: Public Safety # Custodial or Plant & Maint. # Technician (TV Studio/Control Rm.) AV Technician Other _____

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The undersigned sponsoring organization accepts and agrees to the following facilities use requirements of the County College of Morris ("College").

1. Applications for use of College facilities must be submitted 30 calendar days in advance of the requested event date.
2. The College requires 72 hour advance written notice in the event of a cancelation by my organization.
3. The College reserves the right not to extend use of its facilities to organizations engaged in profit-making ventures.
4. No advertising of the event shall be made until the facilities use contract signed by the College has been received.
5. The applicant organization is required to abide by all local, state and College fire and safety regulations.
6. The program being offered will not permit any conduct which may incite violence or constitute unlawful activity or discrimination prohibited by law.
7. The applicant organization is required to submit a valid certificate of liability insurance which includes General Liability and Automobile Liability with coverage of \$1,000,000 per occurrence and \$2,000,000 aggregate and Worker's Compensation Liability if applicable. The certificate MUST list the County College of Morris and the County of Morris as additional insured and be submitted and approved prior to a contract being executed.
8. Except for service dogs, animals are not permitted on College property.
9. The College is not responsible for loss of or damage to any personal property of the event sponsor or event participants.
10. Food service for the event must be provided by the College's food service vendor unless written permission to use an outside food vendor has been obtained from the College.
11. The College promotes a smoke free environment and smoking is only permitted in personal vehicles.
12. The College reserves the right to accept or reject any requests for use of the College facilities.
13. After reviewing the facilities use request of the sponsoring organization, the College reserves the right to impose requirements in addition to those set forth above.
14. By the signature below, the person responsible represents that he/she is authorized to legally bind the sponsoring organization to the above terms.

Signature of Person Responsible

Date of Application

Name of Sponsoring Organization