

Date	
-------------	--

EVENT INFORMATION

Organization/Applicant's name	
Event Title/purpose	
Address	
Contact Person	
Phone #	

Date(s)	Day of Week	Applicant Set Up Time	Actual Event Hours	Applicant Break Down Time
EXAMPLE	Wednesday	9:00 AM - 10:00 AM	10:00 AM - 12:00 PM	12:00 PM - 1:00 PM

FACILITIES REQUEST

Facility Selection	
Room Setup Selection	

Are you a non-profit organization?	YES	NO
---	-----	----

Facilities Fees for 2022-2023

(Please note, prices do not include direct cost for college staff or special setups)

Facility	Per Hour: Non-Profit	Per Hour: For Profit
Classrooms (occupancy: 25-50)	\$50	\$60
Computer Lab (including DL rooms)	\$75	\$95
Grossinger Dining Room (occupancy: 80 w/ buffet setup)	\$75	\$90
Seelig Theatre (occupancy: 270)	\$100	\$110
Herman Conference Room	Contact for details	Contact for details
Paul Gerry Field House (occupancy: 5900 standing, 4214 chairs, 1960 tables and chairs, 1036 bleachers)	\$150	\$200
College Grounds (including parking lots)	\$50	\$60
Outdoor Athletic Facilities (including baseball field)	\$75	\$95

Basic Meeting Room Options and Setups

Most meeting rooms on campus can be configured into one of the following setup types below:

Classroom Style	Tables arranged in rows facing the front of the room, with 2-3 chairs behind each table
Conference Room Style	Tables arranged in an open/closed rectangular block to create the sense of a Boardroom or Conference Room table.
Lecture Style	Chairs placed in rows facing the front of the room, with a center aisle.
Workshop Style	Tables are arranged in such a way that you can fit groups of 4-6 around, for small discussion.
Empty Room	All tables and chairs removed from the room.
Custom Room Setup	Event requesters may ask for specialized setup, this should be communicated in detail in a facilities request form and discussed with the Office of Special Events & Campus Activities. The special setup should also be communicated in a work order that will be distributed to Buildings and Grounds.

Will there be an admission charge for this event?	YES	NO
If so, how much?		

Is this event open to the community?	YES	NO
---	-----	----

RESOURCES

Are you bringing any of your own equipment?	YES	NO
If so, what?		

Will you require technical assistance during the event?	YES	NO
If so, what?		

What items can we provide for you?

Item	Quantity	Comments
Projector		
Screen		
Computer		
Laptop		
Podium		
Microphone		

VCR		
Chairs		
Tables		
Trash Cans		
White Board		
White Board Markers		
Easel		
Extension Cord		
OTHER		

CATERING

Will this event require food or beverage? Please note whenever possible, all events held on-campus are required to use American Dining Services for catering.	YES	NO
Will this event require a liquor license? Please note that if your event requires a liquor license you will need to request this 30 or more days prior to the event.	YES	NO

MARKETING

Would you like marketing material for this event?	YES	NO
--	-----	----

ADDITIONAL FEES

Fee	Per Hour: Non-Profit	Per Hour: For Profit
All event require cleaning during and after an event *(minimum ½ hour required per cleaner)	\$45	\$45
Security Guards * (college staff are extra - per guard)	\$45	\$45

*Services will be billed as a separate cost
 Additional services available upon request for an additional fee.

INSURANCE

The non-affiliate group shall indemnify and hold harmless the College, the County of Sullivan and the State of New York and their respective officers, employees and agents, from any loss, damage, liability, costs and/or expenses that may arise during or be caused in any way by use of college facilities by non-affiliate groups. Organizations must agree to indemnify and hold harmless the College, the County of Sullivan and the State of New York against all liability and contractual claims, losses or expenses arising from scheduling or use of facility. An unaltered certificate of insurance is required with Sullivan County Community College, the County of Sullivan and the State of New York named as additional insured in the Description of Operations area. This certificate MUST be submitted for approval seven (7) days prior to event.

1. For events in facilities that hold 275 or less participants (including the public) - \$500,000 combined single limits.
2. For events in facilities that hold more than 275 participants (including the public)- \$1,500,000 combined single limits (This applies to Paul Gerry Fieldhouse and certain outdoor events)
3. For use of the mobile stage - \$1,000,000 combined single limits

CANCELLATIONS

The College reserves the right to invoice, and the facility user will be held accountable, for 50% of quoted and approved facility use fee if an event is canceled with less than 48-hours notice. When the College is closed due to inclement weather or emergency situations, ALL campus events will be canceled, including facilities rental events.

SIGNATURE

All charges incurred for the rental/use facilities will be paid upon receipt of an invoice from the college no later than seven business days prior to the event.

Applicant's Signature	Date

SUNY SULLIVAN CONTACT

Hillary Higginbotham
Events, Alumni Relations & Scholarship Manager
hhigginbotham@sunysullivan.edu
845-432-5750 ext. 3188