



SOUTH MOUNTAIN COMMUNITY COLLEGE

External facilities/event request form

Please complete form and email to:
roomvenue@southmountaincc.edu

Applicant: _____	Event Date _____						
Organization: _____							
Address: _____							
City: _____	State: _____ Zip: _____						
Day Phone #: _____	Evening Phone #: _____						
Email _____	Estimated Attendance: _____						
Event type:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Meeting under 15 attendees</td> <td style="width: 50%;">Conference</td> </tr> <tr> <td>Meeting 15-50 attendees</td> <td>Fair / Expo</td> </tr> <tr> <td>Performance (dance, music, theater)</td> <td>Other</td> </tr> </table>	Meeting under 15 attendees	Conference	Meeting 15-50 attendees	Fair / Expo	Performance (dance, music, theater)	Other
Meeting under 15 attendees	Conference						
Meeting 15-50 attendees	Fair / Expo						
Performance (dance, music, theater)	Other						

Event Name: _____

Brief Description of Event

Please indicate the desired schedule for your event

Event Date	Setup Time	Event Start Time	Event End Time	Tear-down Time

Which venue are you interested in?

SMCC Performing Arts Center

SMCC Gymnasium

Student Union

Library Community Room

Event Setup

Please describe your setup for your event (chairs, tables, podium/lectern, layout)

AudioVisual technical needs

Please describe the technical needs for your event (computer, projector screen, microphone, internet)

Additional Comments

Please let us know of any additional information that would help us improve our service

IMPORTANT – PLEASE READ CAREFULLY!

With respect to the Applicants use of the SMCC facilities, the applicant agrees to:

1. Comply with all federal, state, and municipal laws and regulations in addition to the rules of the school and to provide adequate supervision of all activities. Abide by all college and district policies while using the school facilities.
2. Indemnify, defend, and hold harmless, MCCC and SMCC from any loss or claim for damages by reason of any bodily injury or property damage arising out of such use. A minimum of four hours is required each day of usage to secure the facilities.
3. Provide a CERTIFICATE OF INSURANCE from the applicant's insurance carrier certifying that the applicant carries liability insurance at limits of not less than \$1,000,000.00 per occurrence on Bodily Injury and \$1,000,000.00 per occurrence on Property Damage.