



FACILITY RENTAL REQUEST FORM

(PLEASE CHECK LOCATION REQUIRED)

_____ MAIN CAMPUS
 1 COLLEGE BLVD
 PATERSON, NJ 07505
 PHONE (973) 684-5570
 FAX (973) 684-5843
 (Primary) Ada Gonzalez agonzalez@pccc.edu
 (Secondary) patersonrentals@pccc.edu

_____ HAMILTON CLUB
 32 CHURCH STREET
 PATERSON, NJ 07505
 PHONE (973) 684-6152
 FAX (973) 684-2235
 (Primary) Lennard Inniss linniss@pccc.edu
 (Secondary) Barry Schlegel bschlegel@pccc.edu

_____ PUBLIC SAFETY ACADEMY
 300 OLDHAM ROAD
 WAYNE, NJ
 PHONE (973) 304-6020
 FAX (973) 720-0023
 (Primary) LYDIA SOTO soto@pccc.edu
 (Secondary) CARL PADULA cpadula@pccc.edu

_____ WANAQUE ACADEMIC CENTER
 500 UNION AVENUE
 WANAQUE, NJ
 PHONE (973) 248-3000
 FAX (973) 248-9620
 (Primary) BARBARA RATH brath@pccc.edu
 (Secondary) PATRICIA HARDY phardy@pccc.edu

_____ PASSAIC ACADEMIC CENTER
 2 PAULISON AVENUE
 PASSAIC, NJ
 PHONE (973) 341-1600
 FAX (973) 341-1601
 (Primary) EDNA ORTIZ eortiz@pccc.edu
 (Secondary) JOSEPHINE HERNANDEZ
jhernandez@pccc.edu

Date: _____

Organization Name: _____	
Organization Website Address: _____	
Address: _____	
City/State/Zip: _____	
Contact Name: _____	
Phone: Day _____	
Phone: Evening _____	
Phone: Cell _____	
E-Mail: _____	Fax: _____
Not-for-profit organization: yes _____ no _____ If yes, provide ID #: _____	
<i>Copy of Not-for-profit certificate must be attached to application!</i>	
Event Date: _____ Set-U Time: _____ Start Time: _____ End Time: _____ <u>All events (including cleanup time) MUST conclude by:</u> 10:00 pm (Monday – Friday) 4:00 pm (Saturday)	Event Title/ Description: _____ Will this event be opened to the public? Yes _____ No _____ Projected Attendance: _____ Will you be charging? Yes _____ No _____ How much? \$ _____

FACILITY FEES

If maximum seating or room capacity is exceeded we reserve the right to cancel the event!

PATERSON (CHECK room needed) ✓	FEES	IN COUNTY NOT-FOR-PROFIT AND/OR GOVERNMENTAL AGENCY ONLY
<input type="checkbox"/> Theater Theater Rehearsals	\$350.00 Half day \$600.00 Full (4-7 hours) \$75.00/hour	WAIVED WAIVED
<input type="checkbox"/> Paterson Room	\$200.00 Half day \$400.00 Full day(4-7 hours)	WAIVED
<input type="checkbox"/> Gymnasium	\$350.00 Half day \$600.00 Full (4-7 hours)	WAIVED
HAMILTON CLUB		
<input type="checkbox"/> 1 st Floor Reading Room & Parlor	\$150 Half day \$250 Full (4-7 hours)	WAIVED
<input type="checkbox"/> 2 nd Floor Seminar Room	\$300 Half day \$450 Full (4-7 hours)	WAIVED
<input type="checkbox"/> 2 nd Floor Conference Room	\$100 Half day \$150 Full (4-7 hours)	WAIVED
PUBLIC SAFETY ACADEMY (PSA)		
Note: See addendum for fire training and related coursework.		
<input type="checkbox"/> Auditorium	\$350 Half day \$600 Full (4-7 hours)	WAIVED
<input type="checkbox"/> Classroom	\$100 Half day \$150 Full (4-7 hours)	WAIVED
<input type="checkbox"/> Double Classroom	\$150 Half day \$250 Full (4-7 hours)	WAIVED
WANAQUE ACADEMIC CENTER (WAC)		
<input type="checkbox"/> Conference Room	\$100 Half day \$150 Full (4-7 hours)	WAIVED
PASSAIC ACADEMIC CENTER (PAC)		
<input type="checkbox"/> Passaic Room	\$150 \$250	WAIVED
<input type="checkbox"/> Conference Room	\$100 Half day \$150 Full (4-7 hours)	WAIVED

MANDATORY FEES (APPLIES TO ALL ORGANIZATIONS)

<p>Police Officers & college support personnel</p> <p>Administrator</p>	<p>\$45/hour (If required by P.C.C.C)</p> <p>\$60/hour <u>Saturday</u> Time and one-half (On weekends a minimum of 3hrs is required) <u>Sunday</u> facilities not available except PSA If applicable, special rates will be applied.</p>
<p>Media Technicians Light Technicians Sound Technicians</p>	<p>\$45/hour (If requested) \$45/hour \$45/hour</p>

AV Package: Check Applicable Requirements.

None _____

_____ **Conference/Presentation Packages**
 (includes LCD Projector/Computer/DVD/ Internet/Screen)

_____ **No Sound Reinforcement or Technician**
 (Equipment setup approx. 15min prior to event start)


_____ **Sound reinforcement &/Or Technician**
 (Technician arrives 1hr prior to event start)


_____ **Play, Recital, Concert, Variety Show , Other**
 (Meeting required with Coordinator and Technical Staff for quote)


Catering Table setup/style: If applicable to campus check Requirements.

_____ **Tablecloth**

_____ **Café**

_____ **U Shape** 

_____ **Large Oval** 

_____ **Serpentine** 

_____ **Classroom**

IMPORTANT NOTICE: Payment is due within two weeks after booking or 10 business days before the event date, whichever is first. A 50% cancellation fee is assessed if an event is cancelled within fewer than 10 business days prior to the event date.

- PCCC reserves the right to determine if a Security Officer and/or a Sheriff Officer is required, fees will apply.
- Please make check payable to Passaic County Community College. Send the check to the appropriate campus location and person listed on page 1.
- FOR FOOD SERVICE CATERING REQUESTS, please call the respective campus liaison (see page 1) for Menu and Order Form.

RULES AND REGULATIONS

Failure to abide by these rules will result in cancellation of the event and/or denied requests for future rental

1. Submit all application forms to the respective campus liaison (see page 1) at least two (2) weeks in advance in order to secure an event date(s). Also provide a website link or brochure of your organization.
2. You must provide a Certificate of Liability Insurance naming PCCC as additional insured. No event will be permitted without a Certificate of Liability Insurance.
3. If applicable, submit proof of Not-for-Profit status as required, 501(c) (3).
4. Brochures, pamphlets, and printed material must have appropriate disclaimers disassociating Passaic County Community College from the views and sponsorship of the organization/group.
5. All requests are subject to cancellation by PCCC if the facilities are required for any college activity PCCC deems a priority, or for emergency purposes. A full refund will be issued.
6. The College reserves the right to determine the number of personnel needed for an event based upon the expected attendance, type of event, as well as the right to cancel an event when it exceeds maximum capacity.
7. College operating hours are Monday through Friday, 8:30am – 10:00pm; and Saturday 8:00am – 4:00pm. The College is closed Fridays and Saturdays during the months of June – July – August.
8. All events are expected to begin and end at the scheduled times. A \$600.00 fee is automatically incurred when event (including cleanup) exceeds 10:00 PM Monday through Friday, and 4:00 PM on Saturday. This fee is not waived for Not- for- Profit Organizations and Governmental Agencies. The sponsoring organization/group is responsible for cleaning up immediately after a scheduled event. Please pick up all fliers, programs, and garbage. Failure to clean up will incur a fee. The College will not be responsible for items left behind.
9. Once payment has been made, all event cancellations must be made in writing at least 10 business days prior to the scheduled event date. A 50% cancellation fee is assessed if an event is cancelled within fewer than 10 business days.
10. Any damage to the College facilities is the responsibility of the organization/group. In the event of such damage, restitution to the College must be made in full. Children and adolescents must be supervised at all times during an activity, as there shall be no running or jumping in any College facility. Failure to abide by this policy may cause the cancellation of an event. College personnel may deny requests for future room rentals.
11. Passaic County Community College is a "Smoke Free Campus." Smoking is not permitted in any College facility or on its surrounding grounds. Food and beverages are permitted only in designated areas. There is no food or beverage permitted in the Theater or Gym.
12. ALCOHOLIC BEVERAGES ARE NOT PERMITTED on campus. Only food prepared through our Food Services Department is permitted in a college facility. The Public Safety Academy and Passaic Academic Center can arrange food services through their approved caterer.
13. Parking in the College lots will not be available to anyone attending an event with the exception of the Wanaque, and Public Safety Academy campuses. Parking will be provided for event organizers. Handicapped parking is limited.
14. Distribution/posting of promotional event material on campus must be approved by the appropriate office arranging the room rental.
15. In the event the College is closed due to inclement weather or other reasons, PCCC reserves the right to cancel or postpone the event. A refund will be issued or applied to a re-scheduled event.
16. Balloons, fog machines, hazer's, candles, open flames, and hanging of banners are prohibited in any College facility.
17. There is a 3-hour minimum charge for each technician provided (including rehearsals).
18. PCCC reserves the right to determine if a Security Officer and/or a Sheriff Officer is required, fees will apply.

Signing this form acknowledges that you have read and agreed to abide by these rules and regulations.

Signature of Facility Rental Representative _____ Date _____

Signature of Responsible Party _____ Date _____



PASSAIC COUNTY COMMUNITY COLLEGE

**HOLD HARMLESS, INDEMNIFICATION AGREEMENT
AND INSURANCE CERTIFICATE APPLICATION**

Submit proof of liability insurance (CERTIFICATE OF LIABILITY INSURANCE) along with this request form.

For and in consideration of the use or renting of the (specify campus and desired space):

At Passaic County Community College: (CHECK CAMPUS) ___ Main ___ PSA ___ WAC ___ PAC on:

(month, day, year)
Event date:

The (name and address of organization)

Contact Name:

INSURANCE AGENT:

The use of Passaic County Community College properties by the aforementioned organization is contingent upon filing a Certificate of Liability Insurance with Passaic County Community College, One College Boulevard, Paterson, NJ 07505.

The Certificate of Liability Insurance must indicate the following:

1. Minimum protection limits of \$1,000,000 /\$3,000,000 bodily injury liability, and \$100,000 property damage liability.
2. The certificate must contain the following statement and which may not be modified or limited in any manner: "The (insert name and address of organization) covenants agrees to save, hold harmless, defend and indemnify Passaic County Community College, its agents, servants and administrators from any and all liability arising out of or related to the use of said premises or property including but not limited to any and all costs including attorney's fees."
3. Said policy must be submitted and approved at least two weeks after booking or 10 days before the event date, whichever is first.
4. Provide signed agreement and insurance information to the campus representative noted on the top of page 1.

Signature of Facility Rental Representative

(Date)