FACILITY RENTAL REQUEST FORM
(PLEASE CHECK LOCATION REQUIRED)

MAIN CAMPUS          HAMILTON CLUB
1 COLLEGE BLVD       32 CHURCH STREET
PATERSON, NJ 07505   PATERSON, NJ 07505
PHONE (973) 684-5570  PHONE (973) 684-6152
FAX (973) 684-5843    FAX (973) 684-2235
(Primary) Ada Gonzalez agonzalez@pccc.edu
(Secondary) patersonrentals@pccc.edu
(Primary) Lennard Inniss linniss@pccc.edu
(Secondary) Barry Schlegel bschlegel@pccc.edu

PUBLIC SAFETY ACADEMY       WANAKE ACADEMIC CENTER     PASSAIC ACADEMIC CENTER
300 OLDHAM ROAD            500 UNION AVENUE             2 PAULISON AVENUE
WAYNE, NJ                  WANAKE, NJ                   PASSAIC, NJ
PHONE (973) 304-6020       PHONE (973) 248-30 00    PHONE (973) 341-1600
FAX (973) 720-0023         FAX (973) 248-9620    FAX (973) 341-1601
(Primary) LYDIA SOTO soto@pccc.edu
(Primary) BARBARA RATH brath@pccc.edu
(Secondary) CARL PADULA cpadula@pccc.edu
(Secondary) PATRICIA HARDY phardy@pccc.edu
(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 #: — — — —

Copy of Not-for-profit certificate must be attached to application!

Event Date: ____________ Set-U Time: ____________
Start Time: ____________ End Time: ____________

Event Title/ Description: __________________________________
Will this event be opened to the public?
Yes ____ No ____ Projected Attendance: _______

All events (including cleanup time) MUST conclude by:
10:00 pm (Monday – Friday)
| 4:00 pm (Saturday)

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!

<table>
<thead>
<tr>
<th>PATERN (CHECK room needed)</th>
<th>FEES</th>
<th>IN COUNTY NOT-FOR-PROFIT AND/OR GOVERNMENTAL AGENCY ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theater</td>
<td>$350.00</td>
<td>WAIVED</td>
</tr>
<tr>
<td>Theater Rehearsals</td>
<td>$600.00</td>
<td>WAIVED</td>
</tr>
<tr>
<td></td>
<td>$75.00/hour</td>
<td>WAIVED</td>
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<tr>
<td>Paterson Room</td>
<td>$200.00</td>
<td>WAIVED</td>
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<tr>
<td></td>
<td>$400.00</td>
<td>WAIVED</td>
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<tr>
<td>Gymnasium</td>
<td>$350.00</td>
<td>WAIVED</td>
</tr>
<tr>
<td></td>
<td>$600.00</td>
<td>WAIVED</td>
</tr>
</tbody>
</table>

HAMILTON CLUB

| 1st Floor Reading Room & Parlor | $150 | Half day |
|                                 | $250 | Full (4-7 hours) |
| 2nd Floor Seminar Room         | $300 | Half day |
|                                 | $450 | Full (4-7 hours) |
| 2nd Floor Conference Room      | $100 | Half day |
|                                 | $150 | Full (4-7 hours) |

PUBLIC SAFETY ACADEMY (PSA)

Note: See addendum for fire training and related coursework.

| Auditorium                    | $350 | Half day |
|                              | $600 | Full (4-7 hours) |
| Classroom                    | $100 | Half day |
|                              | $150 | Full (4-7 hours) |
| Double Classroom             | $150 | Half day |
|                              | $250 | Full (4-7 hours) |

WANAQUE ACADEMIC CENTER (WAC)

| Conference Room              | $100 | Half day |
|                              | $150 | Full (4-7 hours) |

PASSAIC ACADEMIC CENTER (PAC)

| Passaic Room                | $150 | WAIVED |
|                            | $250 | WAIVED |
| Conference Room            | $100 | Half day |
|                            | $150 | Full (4-7 hours) |

WAIVED
MANDATORY FEES (APPLIES TO ALL ORGANIZATIONS)

| Police Officers & college support personnel | $45/hour (If required by P.C.C.C) |
| Administrator | $60/hour |
| Saturday | Time and one-half (On weekends a minimum of 3hrs is required) |
| Sunday | facilities not available except PSA |

PCCC reserves the right to determine if a Security Officer and/or a Sheriff Officer is required, fees will apply.

| Media Technicians | $45/hour (If requested) |
| Light Technicians | $45/hour |
| Sound Technicians | $45/hour |

FOR FOOD SERVICE CATERING REQUESTS, please call the respective campus liaison (see page 1) for Menu and Order Form.

**AV Package:** Check Applicable Requirements.

None

- Conference/Presentation Packages
  (includes LCD Projector/Computer/DVD/ Internet/Screen)
- No Sound Reinforcement or Technician
  (Equipment setup aprox. 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)

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)