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| --- | --- |
| ***For Office Use Only*** |  |
| Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Rooms \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| **Distribution** |  |
| * A/V
 | Liability |  |  |  |
| * Maintenance
 | Invoice |  |  |  |
| * President
 | Confirm |  |  |  |
| * PR
 | Deposit |  |  |  |
| * Library
 | Health |  |  |  |
|  |  |
| **Reservation # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |



**ROOM AND SPECIAL EVENTS**

**RESERVATION FORM**

|  |  |
| --- | --- |
| **Today’s Date** |  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Title of Activity: |  | Number of People Expected |  |
|  |  |
|  |  |
|  |
| Organization: |  |
|  |
| Contact Person:  |  | Daytime Phone: |  |
|  |  |  |  |
| E-mail Address: |  | Fax Number: |  |
|  |  |  |
| Address: |  |
|  |
| City: |  | State: |  | Zip: |  |
|  |  |
| Contact Signature: \*\*\***Receipt of the Event** **Policies and Fee Schedule is acknowledged.**  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Request** | **Alternate** | **Setup** | **Event (AM / PM)** | **Location** |
| Day | Date | Date | Setup Time | Start Time | End Time |  Request | Alternate | Approved |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |
| **\*\*\*BUILDING HOURS: M-F 7AM-10PM, SA 8AM-5PM\*\*\*** |

***PLEASE CHECK AT LEAST ONE IN THIS AREA use line before description:***

**Classroom Needs Audio Visual Equipment**

\_\_\_ Technology Classroom (Instructor station) \_\_\_ LCD Projector

\_\_\_ Computer Classroom (student computers) \_\_\_ Screen

\_\_\_Conference Room \_\_\_ Laptop

 \_\_\_ Podium Mic #

 \_\_\_ Lavalier #

 \_\_\_ Handheld #

 \_\_\_ Table Mic #

 \_\_\_ Mic on Stand

 \_\_\_Check here if you will be using your own laptop (required for PowerPoint

 Presentations/slides, etc.). Please provide brand/model laptop to ensure

 HDMI connection compatibility. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ­­­\_\_\_ Guest Wi-Fi (required when using own laptop)

**Maintenance Equipment**

\_\_\_ Podium #\_\_\_ Chairs #\_\_\_ Tables \_\_\_ Extra Trash Cans \_\_\_ Recycle Bins

**Food Supplier**

**\_\_\_** CT State Norwalk Caterer

\_\_\_ Professional Caterer

\_\_\_ Supermarket, chain food companies (Dunkin Donuts, pizza, etc.) \_\_\_ Individually Prepared

**\*\*Health Certificate Required\*\***

**NOTES**

**EXTERNAL EVENT POLICIES**

Requests for the use of CT State Norwalk’s facilities are received continuously throughout the year. These requests are reviewed for compliance with state law, Board policy, and the College guidelines, and are subject to approval prior to assignment of space and/or event planning. CT State Norwalk will only commit to external events after all academic needs are met.

* A request **must** be presented in writing at least **10** business days prior to the planned event. The request must be on the organization’s letterhead and should include:
	+ Date of event with an alternate date if possible.
	+ Time of the event including set-up and breakdown time if needed.
	+ Approximate number of event attendees.
	+ Description of physical set-up needs such as tables and chairs and any technical/Audio Visual needs such as microphones, LCD projectors, computers etc.
	+ Need for extra security/porters or matrons for the rest rooms.
* Please detail any special service requirements or setups, in as much detail as possible, or present a detailed diagrammatic sketch of your setup with this request. These setups must be submitted at least **10** business days prior to the planned event.
* Final Audio/Visual, maintenance, or other technical requests must be submitted **10** business days before the event. For presentations using projectors, such as Power Points, slides etc., Please provide your own laptop. In the space provided under Audio/Visual Equipment, please provide the brand/model of the laptop that will be used.
* For presentations using projectors, such as Power Points, slides etc., Please provide your own laptop. In the space provided under Audio/Visual Equipment, please provide the brand/model of the laptop that will be used.
* All organizations are responsible for charges related to the preparation and support of their event. A deposit of 60% of the facility rental is payable at the time of the signed agreement. Balance is due **10** business days prior to the event.
* Deposit fees are refundable up to **5** business days prior to the event.
* Checks should be made payable to CT State Norwalk and sent to:

CT State Norwalk

Attention: Events and Campus Relation

188 Richards Avenue

Norwalk, CT 06854

* Cancellations must be in writing and sent via email to events@ncc.commnet.edu
**For cancellations after 10 days, no refund will be issued.**
* In the event that regularly scheduled classes are cancelled unexpectedly, all external events scheduled for that day will also be cancelled. There will be no charge for external events cancelled for this reason, and the deposit fee will be refunded to the sponsoring organization.
* A Certificate of Liability form with CT State Norwalk specifically named as additional insured is required and must be submitted **10** business days before the event. Connecticut State agencies are not required to provide a Certificate of Liability.
* If food is served, a Certificate of Health from the vendor must be submitted **10** business days before the event. Food will **not** be allowed to be served without the Certificate.
* CT State Norwalk supports all recycling efforts and expects outside visitors to do the same. Place paper, plastic and glass in the appropriately marked bins.
* CT State Norwalk is a tobacco free college.
* Alcohol is prohibited.
* Use of the Atrium for loud amplified events is restricted during normal class/office operations.
* There may be no solicitation, raffles, sale of items etc. on campus.
* No outside organization may use the College for the purpose of raising funds.

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| ***FEE SCHEDULE*** |
| **Facility/Equipment Rental** |  |
| Computer Classroom  | $100/hour | LCD Projector & Screen | $200/hour |
| Technology Classroom | $40/hour | Laptop | $200/day |
| Forum | $200/hour | Laptop w/ internet  | $250/day |
| Theater | $300/hour  | Hook-up Own Laptop | $30/day |
| Atrium/ Lobby | $75/hour  | Hook-up Own Laptop w/ internet | $40/hour  |
| Conference Room | $75/hour | Teleconference phone w/ line | $150/day |
| Dining room (60) | $200/hour | Video or Satellite Conference  | $300/hour |
| Art Gallery | $100/hour | TV/VCR/DVD | $50/hour |
| Parking Lot | $500/day | Podium & Mic | $150/day |
| Cafeteria (125) | $200/hour | Portable Sound System | $75/hour |
| Energy Surcharge | $200/day | Slide Projector | $25/hour |
|  |  | Piano | $100/day |
|  |  | Flip Chart | $20/day |
|  |  |  |  |
| **Personnel Costs** |
| Administrator | $60/hour  | Security | $40/hour (4-hour min) |
| Computer Technician | $50/hour  | Skilled Maintenance | $60/hour (4-hour min) |
| Audio/Visual | $40/hour  | Custodial/ House Keeping | $30/hour (4-hour min) |
| Set up | $35/hour  |  |  |

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| --- |
| **Event Personnel Costs** |
|  | **Charge** | **Number of hours** | **Total** |
| Administrator |  |  | **$** |
| Audio/Visual |  |  | **$** |
| Computer |  |  | **$** |
| Custodial |  |  | **$** |
| Maintenance |  |  | **$** |
| Rooms |  |  | **$** |
| Security |  |  | **$** |
| **Personnel Total** |  |  | **$** |
| **Event Facilities Costs** |
|  | **Charge** | **Number of hours** | **Total** |
| A/V equipment |  |  | **$** |
| Computer equipment |  |  | **$** |
| Rooms |  |  | **$** |
| Misc. Space |  |  | **$** |
| **Facilities Total**  | **$** | **50% Deposit** | **$** |
| **Grand Total** | **$** |  |  |

**\*Fees are subjected to change**