

NORWALK INTERNAL EVENT RESERVATION

POLICIES

- Requests for the use of 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.
- A completed Norwalk campus Room and Events Reservation Form is to be submitted to events@ncc.commnet.edu at least **five (5)** business days prior to the planned event.
- The person sponsoring the event must be present for the duration of the event. If this is a club-sponsored event, the advisor **MUST** be present during the entire event.
- Please detail any special service requirements or setups either on the front of this form or by attaching a detailed diagrammatic sketch of your setup to this request. These setups must be submitted at least **five (5)** business days prior to the planned event.
- Use of the Atrium for loud amplified events is restricted during normal class/office operations.
- All food served on campus becomes the responsibility of the College. Therefore, if any kind of food is to be served, a Certificate of Health from the vendor must be submitted **three (3)** business days before the event. Food will **not** be allowed to be served without the Certificate. The events office maintains a list of vendors with current Certificates of Health and should be contacted for this list.
- Food served on campus must meet with the State and Local Health department regulations. The events office has a separate informational notice concerning these guidelines.
- CT State Norwalk supports all recycling efforts and expects students/faculty/staff to do the same. Place paper, plastic and glass in the appropriately marked bins.
- All audio/visual, maintenance or other technical requests must be submitted **five (5)** business days before the event.
- Films shown on campus require special authorization from the production company. The events office has a separate informational notice concerning these guidelines.
- Norwalk is a smoke-free campus. There is no smoking allowed in the building, however, there are designated smoking areas outside of the building.
- Alcohol may not be served.
- There may be no solicitation, raffles, sale of items etc., on campus.
- Only the Norwalk Foundation may use the College for the purpose of fundraising.
- The events office reserves the right to relocate an event based on administrative priorities.

****Health Certificate Required / Authorized List Available Upon Request****