



## Campus Events Application Internal

Jefferson Community College  
1220 Coffeen Street  
Watertown, NY 13601  
Samuel Guthrie Building Room 2-012  
315-786-2405

<i>Facilities Use Only</i> Banner ID #: _____ _____
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Please read the attached guidelines before signing. Fill in all information and return the completed form to the Facilities Secretary *at least 45 days prior to the scheduled event*. All events are subject to cancellation by JCC Administration. Please print clearly and complete all boxes for proper processing.

Today's Date:	Department/Division :	Contact Person:
Contact Phone: (    ) -	Contact Email:	Event Name:
Purpose of Event:	Other Sponsoring Organization:	Estimated Number of Attendees:
Are any participants under the age of 17?                      Yes                      No		

### Schedule of Events

Please be specific on actual arrival times, performance times, set-up times, AM or PM

Date	Day	Applicant Set-Up Time	Actual Event Hours	Applicant Tear-Down Hours
		___ to ___	___ to ___	___ to ___
		___ to ___	___ to ___	___ to ___
		___ to ___	___ to ___	___ to ___
		___ to ___	___ to ___	___ to ___
		___ to ___	___ to ___	___ to ___
		___ to ___	___ to ___	___ to ___
		___ to ___	___ to ___	___ to ___

Will there be an admission charge for this event? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how much?
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### Facilities Requested

<input type="checkbox"/> Amphitheater Specify: <input type="checkbox"/> 6-002 (cap. 120) <input type="checkbox"/> 2-107 (cap. 150)	<input type="checkbox"/> Computer Lab (# 25)	<input type="checkbox"/> Student Lounge CLC Fireside Lounge	<input type="checkbox"/> Parking Lot(s) Specify: _____	<input type="checkbox"/> Walker Instructional Dining Room
<input type="checkbox"/> Athletic Field Specify: _____	<input type="checkbox"/> East Hall Hub	<input type="checkbox"/> Commons	<input type="checkbox"/> McVean Center Gymnasium <input type="checkbox"/> Gymnasium Foyer <input type="checkbox"/> Hall of Fame Lobby	
<input type="checkbox"/> Classrooms How many: _____	<input type="checkbox"/> Distance Learning Rooms Specify: <input type="checkbox"/> E-120 (cap. 20)	<input type="checkbox"/> Grounds	<input type="checkbox"/> Sturtz Theater (cap. 500) <input type="checkbox"/> Sturtz Theater Lobby	
Turf Field: Practice Practice with Lights	Turf Field: Baseball Field      Lacrosse Field      Lights Softball Field      Soccer Field			

<b>Notes :</b>
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**Requested Technology Equipment Requirements**

All requests for equipment must be finalized 72 hours prior to event.

**If you have any questions about equipment and capabilities, please contact Instructional Technology at 315-786-2472.**

<input type="checkbox"/> Computer w/ Internet Access <input type="checkbox"/> Podium      Other: _____ <input type="checkbox"/> Screen <input type="checkbox"/> Microphone <input type="checkbox"/> Projector <input type="checkbox"/> DVD/Blu-Ray      N/A	<b>IF YOU ARE REQUESTING EQUIPMENT, SOMEONE FROM IT WILL BE CONTACTING YOU.</b>
<b>Notes:</b> _____	

**Facilities**

All requests must be finalized 7 days prior to event

Building Services	Physical Plant-Please indicate one and write quantity																					
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:30%;"><u>Furniture needed</u></td> <td style="width:15%;"><u>Qty.</u></td> <td style="width:55%;"></td> </tr> <tr> <td>Additional chairs</td> <td>_____</td> <td>Stage:</td> </tr> <tr> <td>Additional tables</td> <td>_____</td> <td>Steps:</td> </tr> <tr> <td></td> <td></td> <td>Skirting:</td> </tr> <tr> <td>Trash cans</td> <td>_____</td> <td></td> </tr> <tr> <td>Coat Racks</td> <td>_____</td> <td></td> </tr> <tr> <td>Portable Whiteboard</td> <td>_____</td> <td></td> </tr> </table> <p><i>Additional fees may apply for rentals</i></p>	<u>Furniture needed</u>	<u>Qty.</u>		Additional chairs	_____	Stage:	Additional tables	_____	Steps:			Skirting:	Trash cans	_____		Coat Racks	_____		Portable Whiteboard	_____		Electrical : List needs:    Qty.  Grounds <input type="checkbox"/> Picnic tables      _____ <input type="checkbox"/> Trash cans      _____
<u>Furniture needed</u>	<u>Qty.</u>																					
Additional chairs	_____	Stage:																				
Additional tables	_____	Steps:																				
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Trash cans	_____																					
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<b>Notes:</b> _____																						

**For Use by Facilities Office:**

<b>Notes:</b> _____	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:60%;"><b>APPROVALS:</b></td> <td style="width:40%;"><b>DATE:</b></td> </tr> <tr> <td>Events: _____</td> <td>_____</td> </tr> <tr> <td>Technology: _____</td> <td>_____</td> </tr> <tr> <td>Facilities: _____</td> <td>_____</td> </tr> <tr> <td>Confirmation with requestor: _____</td> <td>_____</td> </tr> </table>	<b>APPROVALS:</b>	<b>DATE:</b>	Events: _____	_____	Technology: _____	_____	Facilities: _____	_____	Confirmation with requestor: _____	_____
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Events: _____	_____										
Technology: _____	_____										
Facilities: _____	_____										
Confirmation with requestor: _____	_____										

Applicant's Signature: _____	Date: _____
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