



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 #: _____ _____

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	
Notes:				

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	IF YOU ARE REQUESTING EQUIPMENT, SOMEONE FROM IT WILL BE CONTACTING YOU.
Notes: _____	

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:10%;"><u>Qty.</u></td> <td style="width:60%;"></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 _____
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Additional tables	_____	Steps:																				
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Trash cans	_____																					
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Notes: _____																						

For Use by Facilities Office:

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

Applicant's Signature: _____	Date: _____
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