

Office of Auxiliary Services Facility Rental Application

To initiate the rental process for college facilities, please follow these steps:

- **Fill Out the College Facilities Rental Application**

Complete the attached application form with all necessary information.

- **Submit a Formal Request Letter**

Please send a formal letter on your letterhead requesting our facility use. Include: your organization info, event details (setup needs, specific requirements), other relevant information.

Program Date _____ Day _____ Program Start Time _____ to _____

Title of Program _____

Organization _____

Contact Person _____ Ext. _____

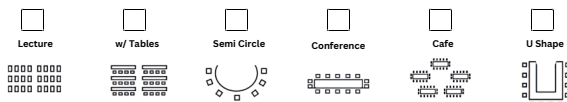
Type of Program: (Check One) ☐ Lecture ☐ Workshop/Seminar ☐ Testing ☐ Performance ☐ Meeting

Other (Please Describe) _____

Area(s) Requested _____ No. of Attendees (Estimate) _____

Non Profit ID (if applicable) _____

ROOM ARRANGEMENTS (Check Appropriate Boxes)



For other room arrangements, please attach a diagram

Can you please confirm whether the event has any political affiliation or purpose?

☐

YES

☐

NO

If yes, please explain in your Letter of Intent.

Will attendees be charged a fee to attend this event?

YES

NO

Audiovisual Equipment

☐ No. of Microphones _____

☐ PC/Laptops

☐ LCD Projector

☐ Video Recording

☐ Projection Screen

☐ Web Cam

☐ DVD Player

☐ CD Player

☐ AUX Cable

Internet

☐ Wi-Fi

☐ Hard Wired

Extras

☐ Podium

☐ No. of Tables _____

☐ No. of Chairs _____

☐ Registration Tables _____

☐ Head Table

☐ Easels

☐ Food Station(s)

(Please complete a Catering Request for Food Services)

Special Request _____

DO NOT WRITE BELOW THIS LINE

- **Next Steps Upon Submission**

Once we receive your application and request letter, we'll send you a full rental quote upon space availability.

- **Certificate of Liability Insurance Requirement**

A Certificate of Liability Insurance is required for all events. Please be prepared to include it as part of the rental process.

Auxiliary Services: 973-877-3508

Date: _____ Approved by: _____