

FACILITIES USE REQUEST

101 College parkway | SUN 159 | Arnold, MD 21012 | (410) 777-2614 |

events@aacc.edu

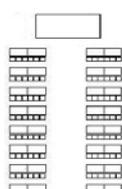
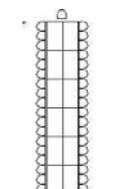
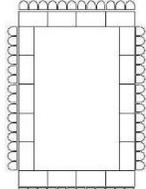
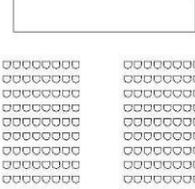
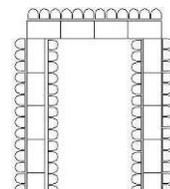
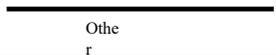
_____ event reference

Organization:		Application Date:	
Requestor:		Title:	
Phone:	Fax:	Email:	
Address:		City:	State: Zip:
Name of Event:			Expected Attendance:
Description of Event:			
On-site Coordinator:		Telephone:	Email:
Date of Event:	Day(s) of the Week:	Additional Dates:	
Setup Time:	Event Start Time:	Event End Time:	Take Down Time:

Type of Space Requested

Stadium Athletic Field Theatre Lecture Hall Dining Hall Gym Classroom _____ Other _____
How Many?

Room Setup

<input type="checkbox"/>	<input type="checkbox"/>				
					
Classroom Style	Conference Style	Hollow Square	Theatre Style	U-Shape	Other

Equipment Requested

Lectern with Sound <input type="checkbox"/>	Internet Connection <input type="checkbox"/>	Additional Request: _____ _____ _____
Microphone (hand held) <input type="checkbox"/>	Registration Table <input type="checkbox"/>	
Microphone (lavaliere) <input type="checkbox"/>	Display Table <input type="checkbox"/>	
Computer <input type="checkbox"/>	Panel Table <input type="checkbox"/>	
Video/Computer Projector <input type="checkbox"/>	Number of panelists <input type="checkbox"/>	

Food

Will food be served or sold? _____

NOTE: *AACC Dining Services* is the exclusive catering/concession provider for Anne Arundel Community College. All food service must be arranged with *AACC Dining Services* 410-777-2333 . No other food provider may be used without express, written permission from *AACC Dining Services*.

- **This is a request only and does not guarantee space. Do not publish information about your event until you have received a written confirmation from Event Services.**
- A \$25.00 non-refundable application fee must accompany your request in order to begin the scheduling process. This fee will be applied to the final charges for your event. Your total fees will be included in your confirming letter of agreement

GUIDELINES GOVERNING USE OF COLLEGE FACILITIES

Entities seeking to use College facilities are required to complete a Facilities Use Request application at least two weeks prior to the date of the proposed activity. Completion/submission of an application does not guarantee permission to use College facilities and does not guarantee the requested space. Requests are not final until you have received a written confirmation from Event Services.

Failure to comply with all guidelines listed below will result in revocation of approval to use College facilities.

RESTRICTIONS

Entities using College facilities may not:

1. Discriminate against anyone for reasons of race – including hair texture and hairstyle – color, religion or creed, ancestry or national origin, sex, age, marital status, physical or mental disability, sexual orientation, gender identity, veteran status, citizenship, and genetic information.
2. Refuse College officials, performing their assigned and lawful duties, entry to meeting and activities.
3. Assume that permission to use facilities constitutes College endorsement of the group, its purposes or interests, or represent this to be the case.
4. Use College facilities in a commercial venture unless the activity is determined, within the sole discretion of the College, to be required for the operation of the College or to provide a direct benefit to the College community.
5. Use College facilities for sectarian religious proselytizing, profit, or activities that interfere with the normal life of the College.
6. Use College facilities for partisan political proselytizing, profit, or activities that interfere with the normal life of the College.
7. Use College facilities for parties, celebrations, or activities that are essentially personal or private in nature.
8. Use College facilities to market lending programs including but not limited to credit cards, credit accounts, consumer loans, or student loans.
9. Limit, restrict, or inhibit the normal institutional programs of the College.
10. Permit use of any tobacco or cannabis products on College property, including e-cigarettes and vapors. AACC is a smoke and tobacco free institution.

REQUIREMENTS

Entities using College facilities must:

1. Designate one person to be the On-Site Coordinator who will be present when facilities are used, responsible for adherence to the guidelines as related to the Event requested on the reverse.
2. Comply with college policies, procedures and applicable County, State, and Federal laws and regulations.
3. Secure prior written approval from the College and obtain a temporary liquor license issued by the Administrator to the Board of License Commissioner for Anne Arundel County if alcoholic beverages are to be consumed on campus.
4. Restrict the posting of publicity materials to bulletin boards or display areas according to college posting policy and remove such matter within 72 hours after conclusion of the publicized event.
6. Notify Event Services if the scheduled event is cancelled.
7. Notify the Office of Public Safety (410) 777-1818, if a disturbance cannot be handled by the Group Coordinator, and surrender full authority to that staff.
8. Authorize the Group Coordinator to amend the "Services Requested" portion of this form if additional special equipment or assistance is required.
9. Authorize the On-Site Coordinator to amend the "Services Requested" portion of this form if additional special equipment or assistance is required.
10. Purchase insurance coverage and agree to indemnify the College as specified by in the Facilities Use Agreement.
11. Allow supervision of laboratories or facilities containing expensive and/or complex equipment, by College officials, at the User's expense.
12. Deliver the confirmation deposit by the required due date or the scheduled event will be cancelled..
13. The College reserves the right to charge individuals or groups wishing to use College Facilities for additional security needs at a rate determined by the Chief of the Department of Public Safety and Police
14. The confirmation deposit must be received by the required due date or the scheduled event will be cancelled.

REQUESTOR

The Requestor certifies on their behalf or on behalf of the On-Site Coordinator that:

1. The On-site Coordinator named on the reverse is the authorized On-Site Coordinator as specified in Requirements 1.
2. They and the On-Site Coordinator have read, understand, and agree to the Guidelines Governing Use of College Facilities.
3. Charges incurred by the group of which they are the requestor will be paid promptly to the College, and that they understand that a deposit may be required in advance.
4. They understand that cancellation does not automatically remove the assigned usage fee and that penalty fees may be assessed if written notification of cancellation is not provided within ten (10) days of the scheduled event.
5. They will be responsible for their group and will ensure financial restitutions are made for any damages incurred during the event as requested on the reverse.
6. The On-Site Coordinator will ensure that audiences of 50 or more are informed of the location of all exits from the meeting area prior to the beginning of the meeting or event. All exits from the meeting area must be unlocked prior to the meeting and announced to the audience.
7. The On-Site Coordinator will notify the AACC Department of Public Safety(410) 777-1818 if they cannot handle a disturbance, and surrender full authority to that staff.

I certify that I have read, and agree to these *Guidelines Governing the Use of College Facilities* and will abide by them.

Requestor's Signature _____ Date _____