



External Facility Rental Request Form

Today's Date: _____

Organization Name: _____

Organization Website Address: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____

Phone (Day): _____

Phone (Evening): _____

E-Mail: _____

Fax: _____

Not-for-profit organization: Yes No If yes, provide ID#: _____

If Yes, Copy of Certificate of Good Standing from State of New Jersey must be attached to application!

If your corporation is tax exempt under IRC §501(c)(3), please attach appropriate IRS documentation.

Event Date _____ Set-up Time _____

Event Title/Description _____

Start Time _____ End Time _____

Is there an admission fee? Yes No

\$ _____

Is this event open to the public? Yes No

How Much?

Location Requested: _____

Projected Attendance _____

All events (including cleanup time) MUST conclude by: 10:00pm (Monday – Friday) 4:00pm (Saturday)

Compliance

Failure to comply with any of the Facility Rental Rules and Regulations stated herein, or otherwise established by the College constitutes sufficient reason for revocation of all privileges extended to the facility use by the College.

Non-profits that charge an entrance fee will be charged a rental fee along with all associated costs.

RULES AND REGULATIONS

Failure to abide by these rules may result in cancellation of the event and/or denied requests for future rental

1. Submit all application forms to the respective campus primary liaison at least 15 DAYS in advance in order to secure an event date(s). Once payment has been made, all event cancellations must be made in writing at least 10 business days prior to the scheduled event date. A 50% cancellation fee is assessed if an event is cancelled within 10 business days.
2. You must provide a Certificate of Liability Insurance naming PCCC as additional insured, as well as the Hold Harmless and Indemnification Agreement. No event will be permitted without a Certificate of Liability Insurance and the Hold Harmless Indemnification Agreement.

The Certificate of Liability Insurance must indicate the following:

- i. Minimum protection limits of \$ 1,000,000 /\$3,000,000 bodily injury liability, and \$500,000 property damage liability.
 - ii. Said policy must be submitted and approved at least two weeks after booking or 15 days before the event date, whichever is first.
 - iii. Provide signed Facility Rental Request Form, certificate of liability insurance, and the Hold Harmless and Indemnification agreement to the campus liaison.
3. If applicable, submit a current certificate of good standing as a nonprofit corporation from the State of New Jersey (not older than 60 days) as required, in addition to documentation from the Internal Revenue Service confirming that your organization is qualified as a tax exempt entity pursuant to IRC 501(c) (3).
 4. Except to identify the location of the event, PCCC's name and logo may not be used in any printed or digital materials which promote the event. In addition, such materials must state that PCCC does not sponsor or endorse the event or the views of your organization.
 5. All requests are subject to cancellation by PCCC if the facilities are required for any college activity PCCC deems a priority, or for emergency purposes. A full refund will be issued.
 6. The College reserves the right to determine the number of personnel needed for an event based upon the expected attendance, type of event, as well as the right to cancel an event when it exceeds maximum capacity.
 7. College operating hours are Monday through Friday, 8:30am – 10:00pm; and Saturday 8:00am – 4:00pm.
 - The College is not open to the public on Fridays during the months of June, July and August.
 - The College is not open on Saturdays during the months of June, July and August.
 8. All events are expected to begin and end at the scheduled times. A \$600.00 fee is automatically incurred when event (including cleanup) exceeds 10:00 PM Monday through Friday, and 4:00 PM on Saturday. This fee is not waived for Not- for- Profit Organizations and Governmental Agencies. The sponsoring organization/group is responsible for cleaning up immediately after a scheduled event. Please pick up all fliers, programs, and garbage. Failure to clean up will incur a fee. The College will not be responsible for items left behind.
 9. Any damage to the College facilities is the responsibility of the organization/group. In the event of such damage, restitution to the College must be made in full. Children and adolescents must be supervised at all times during an activity, as there shall be no running or jumping in any College facility. Failure to abide by this policy may cause the cancellation of an event. College personnel may deny requests for future room rentals.
 10. Passaic County Community College is a "Smoke Free Campus." Smoking is not permitted in any College facility or on its surrounding grounds; **ALCOHOLIC BEVERAGES ARE ALSO NOT PERMITTED** on any of the College's campuses.
 11. Food and beverages are permitted only in designated areas. There is no food or beverage permitted in the Theater or Gym. Only food prepared through our Food Services Department is permitted in a college facility. The Public Safety Academy and Passaic Academic Center can arrange food services through their approved caterer(s).
 12. Parking in the College lots will not be available to anyone attending an event with the exception of the Wanaque, and Public Safety Academy campuses. Parking will be provided for event organizers. Handicapped parking is limited.
 13. Distribution/posting of promotional event material on campus must be approved by the appropriate office arranging the room rental.
 14. In the event the College is closed due to inclement weather or other reasons, PCCC reserves the right to cancel or postpone the event. A refund will be issued or applied to a re-scheduled event.
 15. Balloons, fog machines, hazer's, candles, open flames, and hanging of banners are prohibited in any College facility. The College will not furnish equipment to the user such as tools, ladders, easels, pens, extra workers, etc. The facility user is urged to give careful consideration to all of his/her needs and to anticipate any contingency.
 16. There is a 3-hour minimum charge for each technician provided (including rehearsals).
 17. PCCC reserves the right to determine if a Security Officer and/or a Sheriff Officer is required; fees will apply.
 - 18. INDEMNIFICATION AND HOLD HARMLESS. THE ORGANIZATION AGREES TO INDEMNIFY AND HOLD HARMLESS PASSAIC COUNTY COMMUNITY COLLEGE, ITS TRUSTEES, AGENTS, SERVANTS AND EMPLOYEES FROM AND AGAINST ANY AND ALL SUITS, CLAIMS, DEMANDS, CAUSES OF ACTION AND JUDGMENTS, LOSSES, COSTS AND EXPENSES, INCLUDING BUT NOT LIMITED TO REASONABLE ATTORNEY'S FEES, ARISING DUE TO THE ACTIONS OF THE ORGANIZATION, ITS EMPLOYEES, AGENTS, VOLUNTEERS OR OTHER PERSONNEL THEREUNDER**

***Signing this form acknowledges that you have read and agree to abide by these Rules and Regulations as outlined above.**

*Signature of Responsible Party _____

Date _____

Signature of Facility Rental Representative _____

Date _____

CAMPUS LIAISON CONTACT INFORMATION

Please Check The Facility You Are Requesting

- MAIN CAMPUS
1 COLLEGE BLVD
PATERSON, NJ 07505
PHONE (973) 684-5903
FAX (973) 684-1925
Contact: Pat Depsee
pdepsee@pccc.edu
- WANAQUE ACADEMIC CENTER
500 UNION AVENUE
WANAQUE, NJ 07465
PHONE (973) 248-3000
FAX (973) 248-9620
Contact: Barbara Rath
Brath@pccc.edu
- HAMILTON CLUB
32 CHURCH STREET
PATERSON, NJ 07505
PHONE (973) 684-6153
FAX (973) 523-6085
Contact: Deniese Hicks
Dhicks@pccc.edu
- PASSAIC ACADEMIC CENTER
2 PAULISON AVENUE
PASSAIC, NJ 07055
PHONE (973) 341-1606
FAX (973) 341-1601
Contact: Fabian Armilla
farmilla@pccc.edu
- PUBLIC SAFETY ACADEMY
300 OLDHAM ROAD
WAYNE, NJ 07470
PHONE (973) 304-6020
FAX (973) 720-0023
Contact: Carl Padula
cpadula@pccc.edu

General Fees Structure for External Facilities Rental Space at PCCC

Rental and Services Fees

Half-Day Rental Rate	Full-Day Rental Rate (4-7 hours)	Campus Location/Rooms
\$ 350.00 \$ 75/hr. \$ 200.00 \$ 350.00	\$ 600.00 \$ 75/hr. \$ 400.00 \$ 600.00	Paterson (Main Campus) Theater Theater Rehearsals Paterson Room Gymnasium Public Safety Academy (PSA) Auditorium Classroom Double Classroom Wanaque Academic Center (WAC) Conference Room Black Box Theater
\$350.00 \$100.00 \$150.00	\$ 600.00 \$ 150.00 \$ 250.00	
\$ 100.00 \$ 200.00	\$ 150.00 \$ 400.00	
\$ 150.00 \$ 150.00	\$ 250.00 \$ 250.00	Hamilton Club 1st Floor Reading Room 2nd Floor Seminar Room
\$ 100.00 \$ 150.00	\$ 150.00 \$ 250.00	Passaic Academic Center (PAC) Passaic Room Conference Room

Note: Capacities in Conference Rooms vary with seating styles and individual set-up needs. If maximum seating or room capacity is exceeded, we reserve the right to cancel the event.

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General Fees Structure for External Facilities Rental Space at PCCC

Service	Fees	
<p>Technology Services</p> <p>Options #1B and C; #2</p>	<p>\$45.00 per hour</p>	<p>Technology Fee:</p> <p>1. All Presentation packages include Screen/ Projector or LCD panel, PC with sound, PowerPoint remote and additional laptop hookup</p> <p>Option A: Set up only (No charge)</p> <p>Option B: With a technician</p> <p>Option C: With Public Address Audio (PA) System and two Microphones</p> <p>Requires technician</p> <p>2. Event package is for events such as Video Teleconference, Theatrical Events, Variety Shows, Concerts, etc.; Requires 2 technicians</p>
<p>Public Safety Services</p> <p>and</p> <p>Custodial Services</p>	<p>\$45.00 per hour</p>	<p>Public Safety Services:</p> <p>PCCC reserves the right to determine if Public Safety Services (Security Officer(s) and/or Sheriff's Officer(s) are required for the event; fees will apply.</p> <p>Custodial Services:</p> <p>Custodians are required when:</p> <ul style="list-style-type: none"> • Food is involved (Paterson Room/Hamilton Club). • Grade School/High School use of the Theater. • The theater is rented for a full-day.
<p>Administrator</p>	<p>\$60.00 per hour</p>	<p>Administrator Fees (<i>are charged if there is no Administrator scheduled on campus</i>):</p> <p>Saturday: A minimum of 3 hours is required.</p> <p>Sunday: Facilities not available except PSA.</p> <p>If applicable, special rates will be applied.</p>

Important Notice: Payment is due two weeks after booking or 15 business days before the event date, whichever is first.

A 50% cancellation fee is assessed if an event is cancelled within 10 business days prior to the event day.

- Please make checks payable to Passaic County Community College, and send to the: Office of the Bursar, 1 College Boulevard, Paterson, NJ 07505.
- For Food Service Catering Requests, please call the respective campus liaison for Menu and Order Form.



INDEMNIFICATION AND HOLD HARMLESS
(RETURN WITH FACILITIES RENTAL REQUEST)

INDEMNIFICATION AND HOLD HARMLESS

THE ORGANIZATION HEREBY INDEMNIFIES AND HOLDS HARMLESS PASSAIC COUNTY COMMUNITY COLLEGE, ITS TRUSTEES, AGENTS, SERVANTS AND EMPLOYEES FROM AND AGAINST ANY AND ALL SUITS, CLAIMS, DEMANDS, CAUSES OF ACTION AND JUDGMENTS, LOSSES, COSTS AND EXPENSES, INCLUDING BUT NOT LIMITED TO REASONABLE ATTORNEY'S FEES, ARISING DUE TO THE ACTIONS OF THE ORGANIZATION, ITS EMPLOYEES, AGENTS, VOLUNTEERS OR OTHER PERSONNEL THEREUNDER IN CONNECTION WITH THE USE OF THE FACILITIES OF PASSAIC COUNTY COMMUNITY COLLEGE.

IN WITNESS THEREOF, the undersigned, individually and as Representative of said organization, have hereunto set my hand and seal this _____ day of _____ 20 ____ .

Print

Signature

INSURANCE COVERAGE

PLEASE ATTACH A CURRENT CERTIFICATE OF INSURANCE NAMING PASSAIC COUNTY COMMUNITY COLLEGE AS AN ADDITIONAL INSURED.