

Community College of Baltimore County Event Reservation Request

Request Number _____

TO BE COMPLETED BY EXTERNAL GROUPS (Community Organizations and Groups)

DATE: _____ (Requests must be made at least 25 business days prior to the event.)

COMMUNITY ORGANIZATION/GROUP: _____

CONTACT: _____ PHONE: _____ EMAIL: _____

ALTERNATE CONTACT INFORMATION

Someone that can answer questions regarding the event may need to be contacted during setup. If that is someone other than the above, please provide his/her name and phone number. Be sure to provide a phone number at which he/she can be reached prior to the event. Name: _____ Phone #(s): _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

Is the applicant a non – profit organization: _____ Yes _____ No

If yes, please provide proof of non – profit status by submitting with this Reservation Request Form one of the following (check one):

____ A Certificate of Good Standing properly issued by the Maryland Department of Assessments and Taxation, dated no earlier than 12 months before the date requested; or

____ IRS Form 1099 filed in the prior fiscal year

____ Federal, State or Local Government agency

GENERAL INFORMATION/SPACE REQUEST

EVENT TITLE: _____

DESCRIPTION OF EVENT: _____

EVENT DATE(S): _____

EVENT START TIME: _____ END TIME: _____

LOCATION ACCESS TIMES - From: _____ To: _____ (total time you will need the space including the time you need to set up and break down your event)

ANTICIPATED NUMBER OF ATTENDEES: _____ ESTIMATED PARKING SPACES NEEDED: _____

VIP/RESERVED PARKING

If state, local or national dignitaries will be in attendance, please list them: _____

If VIP parking spaces are necessary, please list the number of spaces and preferred parking lot: _____

FOOD SERVICE REQUESTED

Please contact the CCBC caterer for any food, drink, or table skirting requirements mflanagan2@ccbcmd.edu CCBC caterer has the right of first refusal for any food and drink served at CCBC.

ALCOHOL POLICY EXCEPTION REQUESTED

CCBC does not generally permit the sale or consumption of alcohol and any request for an exception to this policy must be approved by the College President – see CCBC Policy for Sale and/or Consumption of Alcohol at Events, Approved exceptions are limited to light wine and beer and must be requested **at least 60 days in advance of the event.**

GENERAL SPACE REQUEST – *Check all that apply.*

LOCATION:

- CATONSVILLE DUNDALK ESSEX HUNT VALLEY OWINGS MILLS
- RANDALLSTOWN

TYPE OF SPACE NEEDED:

- CLASSROOM COMPUTER CLASSROOM CONFERENCE/MEETING ROOM LOUNGE
- LECTURE HALL (Catonsville/Essex only) RECITAL HALL (Essex only) THEATRE
- LOBBY/Common Area CAFETERIA BARN/PERFORMANCE SPACE (Catonsville only)
- ATHLETIC FACILITY (IE: GYM, FIELD, STADIUM, POOL) PARKING LOT (as an event site)

* List preferred location(s) and number of rooms for any room request:

FACILITIES MANAGEMENT– SETUP INFORMATION (If applicable, please also complete the sections for Athletics, Theatre, and/or Technology.)

ROOM SET UP

- Banquet Style (# of people to seat _____) (Type of tables: __ round __ rectangular)
- Lecture Style – chairs only (# of people to seat _____)
- Classroom Style – tables and chairs (# of people to seat _____)
- Reception Style – Provide brief explanation _____
- Other – Provide brief explanation _____
- Extra tables needed How many? _____ Extra chairs needed. How many? _____

VCR/DVD*, & LCD Projector)
_____ w/audio connection

Indicate number of microphones needed:

Wireless _____

Lavaliere (lapel) _____

- Document Camera*
- Lectern w/mic*
- Screen*
- Extension cord (indicate #) _____ Power Strip (indicate #) _____
- Specialized Needs _____
- Technical Assistance Requested (CCBC technical staff will perform the equipment set up. If assistance is desired beyond setup, this box should be checked.)

All requests for needed items must be made at the time of reservation. Any revisions to this section of the form must be made at least 10 business days in advance of the event.

THEATRES - IF REQUESTING THEATRE SPACE, PLEASE COMPLETE THE FOLLOWING:

AUDIO NEEDS

- Playback – CD
- Other audio visual needs – please use Technology portion of this form

LIGHTING NEEDS

- Full Stage Lighting
- In Front of Main Curtain
- Special Areas: _____

OTHER

- Marley Dance Surface
- Piano – Grand or Upright based on availability.
- Concessions – CCBC caterer has right of first refusal. Contact mflanagan2@ccbcmd.edu. CCBC will consider other requests.
- Technical Assistance Requested (CCBC technical staff will perform the equipment set up. If assistance is desired beyond setup, this box should be checked.)

If the requested event requires more than general lighting, or any lighting changes, these requirements should be submitted with this form (see below).

Depending on the needs, time, day and date of the event, the requesting organization may be charged for technical staff or overtime for the theatre technician. Please note: Certain events may require a house manager as well. The Theatre Staff will determine the crew needs and event set-up, run and strike times.

All requests for needed items should be made at the time of reservation. Any revisions to this section of the form should be made at least 10 business days in advance of the event.

Additional Notes or Stage Plot (attach an additional sheet if necessary):

ATHLECTIC FACILITIES - IF REQUESTING ATHLETIC FACILITIES, PLEASE COMPLETE THE FOLLOWING (check all that apply):

- GYMNASIUM
- SOFTBALL FIELD
- BASEBALL FIELD
- MULTI-PURPOSE FIELDS#_____
- STADIUM
- BALCONY
- BLEACHERS
- CLASSR OOM(S)
- POOL
- LOCKER ROOM(S) #_____

NUMBER OF COURTS
 ___ Basketball (3 max.) ___ Volleyball (5 max.) ___ Tennis (12 max.) ___ Racquetball (2 max.)

SPECIAL ITEMS

- TABLES #___
- CHAIRS #___
- SCOREBOARD
- VOLLEYBALL NET
- TECHNICAL ASSISTANCE (CCBC technical staff will perform the equipment set up. If assistance is desired beyond setup, this box should be checked.)
- OTHER _____
- SOCCER GOALS #___
- LACROSSE GOALS #___
- BASKETBALL GOALS #___
- AUDIOVISUAL (Please complete Technology portion of this form)

Set Up Instructions:

Depending on the needs, time, day and date of the event, the requesting organization may be charged for support staff. The Athletics Department will determine the staff needs and event set-up, run and strike times.

All requests for needed items must be made at the time of reservation. Any revisions must be made at least three business days in advance of the event.

OTHER

- CHARGING ADMISSION
- CONCESSIONS – CCBC caterer has right of first refusal. Contact mflanagan2@ccbcmd.edu. CCBC will consider other requests.



**** If the event request is approved, additional information may be needed.***

- Check here if you would like to discuss your event needs with a college representative.



For Office Use Only

Event Approved _____ Date _____

Rooms/Spaces Assigned _____

Room Availability for Setup and Breakdown:

Setup: From _____ to _____

Breakdown: From _____ to _____