

# GREAT BAY COMMUNITY COLLEGE

320 Corporate Drive, Portsmouth, NH 03801 | P: 603.427.7600 | F: 603.334.6308 | [www.greatbay.edu](http://www.greatbay.edu) / [jawinslowweiss@ccsnh.edu](mailto:jawinslowweiss@ccsnh.edu)

## Facility Use Request Form

Please complete this form and return to Amy Winslow-Weiss, [awinslowweiss@ccsnh.edu](mailto:awinslowweiss@ccsnh.edu).

Please note that rooms and services are assigned on a first-come, first-served basis.

### RENTER INFORMATION:

Company/Organization Hosting Event: \_\_\_\_\_

Event Contact Person: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Company/Organization Address: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Is your organization a not-for-profit? YES  NO

Are you or your event affiliated with GBCC or are you faculty or staff? YES  NO

If yes, please explain: \_\_\_\_\_

### EVENT INFORMATION:

Event Date (S): \_\_\_\_\_ Day (S) of the Week: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Please indicate time of arrival for setup: \_\_\_\_\_

Event End Time: \_\_\_\_\_ *\*Note: you are responsible for event setup & breakdown unless scheduled otherwise.*

# Rooms Needed: \_\_\_\_\_ Anticipated # of People: \_\_\_\_\_

Title of Event: \_\_\_\_\_

Description of Event: \_\_\_\_\_

### INTERNAL USE ONLY:

Reference Event Number: \_\_\_\_\_ You have been assigned room (s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### PROCEDURES:

**Changes:** If a change should occur with your request, please notify Amy Winslow-Weiss at 603.427.7739

**Insurance:** All users must provide an insurance certificate naming GBCC as an additional insured. Comprehensive general liability insurance against all bodily injury, death or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 per aggregate must be included.

- In the certificate of insurance "Certificate holder" box should contain: Great Bay Community College, A Component of CCSNH, 320 Corporate Drive, Portsmouth NH 03801

**Cancellation Policy:** Users are fully charged at 100% if the cancellation occurs within three (3) or fewer business days prior to the rental. *If the college is closed due to weather or another act of nature, the rental will be rescheduled at the earliest convenience of the college and renter.*

### Setup:

- IT requests need to be coordinated at time of room rental.
- If tables and chairs are being rented through an outside vendor, please coordinate drop off and pick up times with Amy Winslow-Weiss

## FACILITIES AND RATES

Regular rental hours are Monday-Thursday, 8AM-9PM and Friday, 8AM-4PM. If you plan to rent rooms and/or services after hours or weekends, additional fees will incur. Rentals during academic break periods may also incur additional fees.

Room rentals are calculated hourly. Please check all that apply.

<b>ROOM RENTAL</b>	<b>Per hour</b>
___ Conference Room (8-16 people)	\$50
___ Single Classroom (24-32 people)	\$50
___ Double Classroom (64 people)	\$75
___ Triple Classroom (96 people)	\$100
___ Computer Lab (20 terminals)	\$100
___ Gymnasium (sporting event)	\$100
___ Gymnasium (non-sporting event)	\$200
___ Student Success Center (SSC)	\$300
<i>(Includes Gym, SSC Lobby, Conf Room 95/96, Concession Stand)</i>	
___ Vendor Tables in Lobby	\$100 per day

## SERVICES

Requests must be made at least 2 weeks in advance. Costs for additional services (campus safety, IT, maintenance, etc.) will be assessed in addition to the facility usage fees. You will be advised of the total charges following review of your submitted request form. Some events may require additional staffing.

<b>IT Support *</b>	\$50/hour (onsite)
<b>Sound Tech *</b>	\$50/hour (onsite)
<b>Campus Safety Officer*</b>	\$50/hour
<b>Maintenance *</b>	\$50/hour

*\*Minimum of two hours required; after normal business hours*

**A/V Equipment \*\*** \$75/\$100 Gym and/or SSC

*(Included in all contracts are use of computer, projector/screen & WIFI. Microphone & sound system are available upon request. Please indicate additional equipment needed in special instructions.)*

Note: A/V fee is waived for members of TAP.

**Setup Fee \*\*\*** \$50-\$100 depending on room rented

\*\*\*Setup fee is only charged when you need a setup that is different than our standard classroom style setup. Please indicate alternate room setup in special instructions.

<b>EQUIPMENT RENTAL</b>	<b>Quantity Needed</b>
Food/Catering Tables	# _____
Podium	# _____
Trash Cans	# _____

Great Bay Community College has a limited number of tables and chairs available for rent (other than those already in the classrooms). Any additional items needed for event must be rented by an outside company. The drop off / setup / pickup must be coordinated with Amy Winslow-Weiss.

## SPECIAL INSTRUCTIONS –

## CATERING

Catering is through

**The Green Bean at Pease**

Contact them directly for more information.

603.427.6688

[www.nhgreenbean.com](http://www.nhgreenbean.com)



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