

GREAT BAY COMMUNITY COLLEGE

320 Corporate Drive, Portsmouth, NH 03801 | P: 603.427.7600 | F: 603.559.1520 | www.greatbay.edu

Facility Use Request Form

Please complete this form and return to Ilysse Sirmaian, isirmaian@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: _____ Campus? Portsmouth ___ OR Rochester ___ 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 Ilysse Sirmaian at 603.427.7602.

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 Ilysse Sirmaian.

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.

ROOM RENTAL

Per hour

___ 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

(Includes Gym, SSC Lobby, Conf Room 95/96, Concession Stand)

___ Vendor Tables in Lobby	\$100 per day
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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.

IT Support * \$50/hour (onsite)

Sound Tech * \$50/hour

(onsite) Campus Safety Officer*

\$50/hour

Maintenance * \$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.

EQUIPMENT RENTAL

Quantity Needed

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 Ilyse Sirmaian.

SPECIAL INSTRUCTIONS –

CATERING

At this time, catering is not available.



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