



MONTGOMERY COUNTY COMMUNITY COLLEGE BLUE BELL
APPLICATION FOR USE OF FACILITIES

PRINT OR TYPE. COMPLETE ALL REQUESTED INFORMATION.
ALL USE WILL BE IN ACCORDANCE WITH MCCC FACILITIES USE POLICIES

DATE SUBMITTED: \_\_\_\_\_

ORGANIZATION NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE: (Daytime) \_\_\_\_\_ (Evening) \_\_\_\_\_ E-MAIL: \_\_\_\_\_

PROGRAM TITLE: \_\_\_\_\_ PROGRAM DAYS & DATES: \_\_\_\_\_

IF ADDITIONAL PROGRAM DATES ARE PLANNED, ATTACH SCHEDULE: \_\_\_\_\_

NUMBER ATTENDING PROGRAM: MINIMUM \_\_\_\_\_ MAXIMUM \_\_\_\_\_ ADMISSION CHARGE \$ \_\_\_\_\_

Table with 4 columns: ROOMS REQUESTED, PROGRAM TIME BEGIN - END, SET-UP TIME BEGIN - END, TAKE-DOWN BEGIN - END. Rows include Classroom(s) for 25-30, Classroom(s) for 31-42, Gym(s), Small Auditorium (64 seats), and Other.

SPECIAL SET-UPS: All fields are mandatory

LECTERN: YES \_\_\_\_\_ NO \_\_\_\_\_ NUMBER OF TABLES \_\_\_\_\_ NUMBER OF CHAIRS \_\_\_\_\_
ATTACH SPECIAL SET-UP DIAGRAM, IF APPLICABLE ATTACH DOCUMENTS PROMOTING THE EVENT

TECHNOLOGY NEEDS: YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, please list items needed \_\_\_\_\_

COLLEGE FOOD SERVICE: NEEDED \_\_\_\_\_ NOT NEEDED \_\_\_\_\_

NOTE: When Facilities are approved for use, Applicant is responsible to contact FOOD SERVICES (215)641-6609 for arrangements.
College Food Service has first right of refusal for all events.

Please specify if any County, State or Federal Officials are invited: \_\_\_\_\_

I UNDERSTAND THAT I AM NOT TO ADVERTISE OR IN ANY WAY PROMOTE THIS PROGRAM UNTIL I HAVE RECEIVED WRITTEN APPROVAL
FROM MONTGOMERY COUNTY COMMUNITY COLLEGE FOR USE OF THE SPACE.

SIGNATURE OF PERSON RESPONSIBLE FOR EVENT: \_\_\_\_\_ DATE: \_\_\_\_\_

\*\*\* COLLEGE USE ONLY - DO NOT WRITE BELOW THIS LINE \*\*\*

REQUEST: APPROVED \_\_\_\_\_ NOT APPROVED \_\_\_\_\_ CONTRACT CATEGORY \_\_\_\_\_

ROOM(S) ASSIGNED: \_\_\_\_\_

COSTS: SERVICES: \$ \_\_\_\_\_ RENTAL: \$ \_\_\_\_\_

TOTAL COSTS TO APPLICANT: \$ \_\_\_\_\_ INITIAL: \_\_\_\_\_

REVIEWED AND APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_