

**Rockland Community College**  
**Request for Use of Buildings and Grounds**

Date Today: \_\_\_\_\_  
Name of Borrower (Group or Organization): \_\_\_\_\_  
Name of Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_  
Does your organization carry insurance?      Yes      No  
If so, give the name of insurance carrier: \_\_\_\_\_  
**\*You will be required to submit a Certificate of Liability Insurance**

What building and/or grounds are you requesting permission to use? \_\_\_\_\_  
\_\_\_\_\_

Date (s) of event or activity? \_\_\_\_\_  
Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_  
What is the purpose of the event or activity? \_\_\_\_\_  
\_\_\_\_\_

Number of people expected to attend? \_\_\_\_\_  
Age group of those expected to attend (Check all that apply)  
Infants to 18 years old\*      Adults 18 to 60 years old      Senior Citizens  
**\*Adequate supervision is required for minors**

Number of vehicles anticipated? \_\_\_\_\_ Bus      \_\_\_\_\_ Cars  
Will food and/or beverage be served?      Yes      No

- \*Adequate supervision of cleanup is required
- \*Alcoholic beverages are prohibited – violators will be prosecuted
- \*Smoking is prohibited
- \*All facilities must be returned to their original condition
- \*All litter/trash must be properly disposed
- \*It is the Borrower's responsibility to notify all guests of the rules and regulations
- \*Requests for use of facilities must be submitted at least two (2) weeks prior to the date of the event or activity

\_\_\_\_\_  
Name of Borrower's Contact      Signature of Borrower's Contact      Date

\_\_\_\_\_  
Name of RCC Contact      Signature of RCC Contact      Date

This request is \_\_\_\_\_ denied \_\_\_\_\_ granted  
Reason for denial: \_\_\_\_\_