



APPLICATION FOR USE OF SPACE AT ROXBURY COMMUNITY COLLEGE

Space Requesting (check all that apply):

- Reggie Lewis Track and Athletic Center
 Field House
 Gym
 Multipurpose Room(s)
 Dance Studio(s)
 Media Arts Center
 Auditorium
 Great Room
 Classroom(s)
 Classroom(s) in Building #3 (Academic Building)
 Other – provide details here: _____

Organization Name: _____

Official State Agency: Yes No

Non-Profit Organization: Yes No If yes, Federal ID # _____

Contract Name: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Telephone: _____ **Email Address:** _____

Event Name: _____

Provide a detailed event description here. Include details such as your event audience, the purpose of your event, and any additional information that the scheduling committee will find relevant:

Date(s) of Event: _____

Event Start Time: _____ **Event End Time:** _____

Amount of people expected to attend: _____



Do you have a need for parking?

Yes
 No

If yes, how many cars? _____

Will there be entertainment?

Yes
 No

Will food be served?

Yes
 No

Will alcohol be served?

Yes
 No

If food or alcohol will be served, provide the name and contact information for your licensed and insured caterer and/or bar service provider here: _____

Will tickets be sold?

Yes
 No

Will monies be exchanged?

Yes
 No

If you answered yes to either question, provide details on your money collection methods (prior to and on-site) here: _____

Additional comments/event details/event requirements: _____

Please note that this is an application and NOT an event confirmation. Please do not advertise your event until you receive written confirmation and have signed a contract with Roxbury Community College. Most applications will receive a response within two weeks. Rental rates are associated with the execution of a rental agreement.

Submitted by:

Signature

Print Name

Date

FOR OFFICE USE ONLY

Received by: _____ Date: _____

Approved by: _____ Date: _____