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

Beginning on September 1, 2017, Rebecca’s is the exclusive caterer for all Roxbury Community College buildings, including the Reggie Lewis Center. Know that we will pass along your contact information to Rebecca’s when your event is approved and scheduled. If you are interested in obtaining advanced catering information, please contact Alex Bennett, Catering Sales Manager & Event Planner, 617.373.5879, abennett@rebeccascafe.com.

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:________________