

**ORANGE COUNTY COMMUNITY COLLEGE**  
**Room Reservation Procedures for Outside Organizations**

Thank you for choosing Orange County Community College for your event.

To use the college facilities, follow these steps:

1. **Contact the Central Scheduling Office at (845) 341-4720.**
2. **Complete the APPLICATION FOR USE OF FACILITIES BY OUTSIDE ORGANIZATIONS.**
  - a. Be sure to list special needs, such as scoreboard operator for athletic events, lighting technician for stage events, or slide projector, etc. This includes the setting up of tables and chairs.
  - b. Insurance Certificates for Use of Facilities  
Each request by an outside organization for use of Orange County Community College facilities must provide an original certificate of insurance for \$3 million naming the College as an additionally insured.

Insurance certificates with ALL of the following information will be accepted:

- An original copy from a recognized, state approved vendor. No photocopies or blanket coverage is accepted.
- The certificate must clearly state name of event, the specific activities to take place, campus location, and hours of event, including set up and clean up time.
- The certificate must be for three (\$3) million dollars and the college named as an additionally insured.

3. **Sign and return the formal written application to:**

**Orange County Community College**  
Central Scheduling Office  
115 South Street  
Middletown, New York 10940

**Once your Application is approved:**

- You will receive a telephone call to confirm your use of facilities.
- The Central Scheduling Office and/or Building Supervisor or College Representative is your liaison for the event.
- After the facility application is processed, a cost estimate will be provided based on the information specified on the application submitted.
- The College will bill you after the event based on actual costs incurred, minus the 30% deposit previously made.
- Any additional requests regarding the set up of your event made within ten (10) days of the event date will be included in the invoice for the use of facilities.

**Cost Estimate**

If there is a cost associated with your event, you will receive a written estimate prior to the date of your event and an actual invoice with charges incurred after the event.

**Board of Trustees Smoking Policy**

*Orange County Community College is a smoke free campus, therefore, smoking is prohibited in all campus buildings. The no smoking policy applies to all instructional classrooms, hallways, doorways, lobbies, restrooms, locker rooms, offices, conference rooms, equipment rooms, meeting rooms, auditoriums, lounges and the cafeteria.*

**Alcohol and Food Policy**

*No alcohol is permitted on campus without a certificate of approval from the President. Food and Alcohol services can only be provided by the Orange County Community College. This includes the sale of chips, soda, and the dispensing of alcohol.*