REQUEST FORM TO RENT CAMPUS FACILITIES

This form is intended for requests that are non-residential rentals. (This form cannot be used for rental facilities at the Kilpatrick Athletic Center. More information is available at: www.simons-rock.edu/kilpatrick)

CONTACT INFORMATION

Organization Name:

Is your organization a not-for-profit (501c3)?

Contact Name:

Contact Phone:

Contact Email:

Address:

Website:

Is a current Simon’s Rock employee involved with this event? If yes, please provide the name of the employee.

What made you consider Simon’s Rock as a place to host your event?

EVENT DETAILS

Date Requested: 
# of people (expected/estimated):

Event start time: 
Event end time:

Age range of attendees:

Is event open to the public or by invitation only?

Will you be charging admission for the event? If so, what is the admission charge?

Will you need food at the event:

What is the purpose of the event:

Not all our buildings are fully accessible for differently abled people. Is accessibility a priority for your event?

(OVER)
Please describe how you envision the set-up for your event:

Open plan hall that allows for flexible seating arrangements?
Lecture hall with secured seats?

Additional set-up details:

Do you anticipate needing AV equipment or other media support? Please describe. (Additional costs will apply.)

Smoking is not permitted on campus.

Simon’s Rock is a dry campus during the academic year so no alcohol is permitted on campus during that time.

The group leader is responsible for leaving the facility clean and as it was set-up for your use.

Occasionally, the campus is closed (e.g. for weather) and if this happens all events scheduled to take place on the campus that day will be canceled.

Please email the completed request form to campus.rentals@simons-rock.edu. After a review of your request you will be contacted about the options available, if any, as well as additional information and policies about renting facilities at Bard College at Simon’s Rock.