

# River Valley Community College

1 College Place, Claremont, NH 03743 | P: 603.542.7744 | F: 603.543.1844 | [www.rivervalley.edu](http://www.rivervalley.edu)

## Facilities Use Request Form

Please complete this form and return to Kelly Clark, [kfclark@ccsnh.edu](mailto:kfclark@ccsnh.edu)

Regular rental hours are Monday – Thursday 8am-9pm and Fridays 8am-5pm. We do not rent rooms outside of regular hours or on holidays. Rentals during academic break periods may incur additional fees.

Please note that rooms and services are assigned on a first-come, first-served basis. This space is within an educational facility, whose primary function is for the instruction of our students.  
Please respect our space and the students studying here.

### RENTER INFORMATION:

Company/Organization Hosting Event: \_\_\_\_\_

Type of Organization:  For Profit  Non-Profit  Government  CCSNH  Other Tax ID # \_\_\_\_\_

Event Contact Person: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Company/Organization Address: \_\_\_\_\_

Are you or your event affiliated with RVCC or are you an employee?  YES  NO

If yes, please explain: \_\_\_\_\_

Day-of Onsite Contact Person (if different than above): \_\_\_\_\_ Phone/Email: \_\_\_\_\_

### EVENT INFORMATION:

Type of Event:  Educational  Sporting  Vendor/Food Fair  Political  Other: \_\_\_\_\_

Guests:  Open to the Public  Private/Invitation Only

Event Start and End Date (s): \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

**\*Note: Renters are responsible for event setup & breakdown.**

# of hours needed for setup: \_\_\_\_\_ # of hours needed for breakdown/clean up: \_\_\_\_\_

Title of Event: \_\_\_\_\_

Day(s) of the Week: \_\_\_\_\_ Anticipated # of People: \_\_\_\_\_

Featured Speaker/Presenter (if applicable): \_\_\_\_\_

Please indicate time of arrival for setup: \_\_\_\_\_ # Rooms Needed: \_\_\_\_\_ Campus?  Claremont  Lebanon

Description of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I acknowledge that I have read and agree to the River Valley Community College Facilities Rental Policies found at the following link: [Facility Rentals](#)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### INTERNAL USE ONLY:

Reference Event Number: \_\_\_\_\_ You have been assigned room (s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## FACILITIES AND RATES

Regular rental hours are Monday-Thursday, 8 AM-9 PM, and Friday, 8 AM-4 PM. If you plan to rent rooms and/or services after hours or on weekends, additional fees will incur. Rentals during academic break periods may also incur additional fees.

Room rentals are calculated hourly. Discounted rates available for half-day and full day bookings. Please check all that apply:

ROOM RENTAL	Per hour
_____ Conference Room or Small Classroom	\$35
_____ Large Classroom	\$50
_____ Library (great room)	\$100
_____ Falcon Room (all purpose room)	\$100
_____ Outside Grounds	\$100

## SERVICES

Requests must be made at least 2 weeks in advance. Costs for additional services (campus safety, IT, maintenance, etc.) will be assessed in addition to the facility usage fees. You will be advised of the total charges following review of your submitted request form. Some events may require additional staffing.

### Custodial/Host Support

\$35/hour/per person (7 AM-4 PM)

\$90/hour/per person (early mornings, evenings, or weekends)

Security Services \$100/hour/per person

**A/V Equipment Rental** \$25-100 per item/per event  
*Available equipment to rent is payable per event, regardless of the length of time, except where noted. All necessary repairs, as determined by the College, will be paid for by the lessee.*

**Setup Fee \*** \$50-\$100 depending on the room rented

\*Setup fee is only charged when you need a setup that is different than our standard classroom style setup. Please indicate alternate room setup in special instructions.

**Clean-up Fee \*\*** \$50/hour per person, minimum depending on the room rented

\*\* Damages to facility or rental equipment will be charged to the sponsoring organization or individual.

River Valley Community College has a limited number of tables and chairs available for rent (other than those already in the classrooms). Any additional items needed for the event must be rented by an outside company. The drop-off/setup/pickup must be coordinated 2 weeks in advance with Kelly Clark.

## HIGHLIGHTED POLICIES

A complete list of policies can be found online at the following link: [Facility Rentals](#)

**Insurance:** Renters will maintain liability insurance covering bodily injury and property damage with limits of coverage of not less than \$1 million per person / \$2 million in the aggregate.

Renters shall provide a certificate of insurance, naming RVCC as an additional insured, as proof of such insurance no later than 3 business days prior to the event start date.

- In the certificate of insurance "Certificate holder" box should contain:  
River Valley Community College: A Component of CCSNH 1  
College Place Claremont, NH 03743

**Security:** RVCC Security Office reserves the right to mandate additional safety measures due to the event description including, but not limited to, hiring police presence onsite or a traffic detail at the opening of our campus at the renter's expense.

**Changes:** If a change should occur with your request, please notify Kelly Clark, Executive Assistant to the President at 603-573-1775.

**Cancellation Policy:** Renters are fully charged at 100% if the renter cancels within five (5) or fewer business days prior to the rental. If the college is closed due to weather or another act of nature, then the rental will be rescheduled at the earliest convenience of the college and renter.

- IT requests need to be coordinated at time of room rental.
- If tables and chairs are being rented through an outside vendor, please coordinate drop off and pick up times with the RVCC Office of the President.
- If children will be present at the event, please notify Kelly Clark, Executive Assistant to the President at 603-573-1775 (glitter and playdough are not permitted.)



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