



Gwynedd-Mercy College

GWYNEDD-MERCY COLLEGE FACILITIES RESERVATION FORM

Please return completed form to:
 Gwynedd-Mercy College
 c/o Robin Oster
 1325 Sumneytown Pike - P.O. Box 901
 Gwynedd Valley, PA 19437
 Fax: 215-641-5542

GROUP INFORMATION

Group Name:		
Contact Person:	Phone:	Fax:
Email:	Event Type:	Expected Attendance:
Dates Requested:	Time of Arrival:	Time of Departure:
Best Way to Reach You:		
Will you need tables and chairs set up? Yes No		
Will you need audio/visual equipment? Yes No		

EVENT DETAILS

Rates & room capacities listed on reverse side.

LOCATION: (Please circle location desired; one form per location)					
Julia Ball Auditorium	Waldron Board Room-Small Side	Waldron Board Room-Large Side	Waldron Board Room-Both Sides		
Connelly Tiered Lecture Hall	Merck Auditorium	Genuardi Pavilion	Basic Classroom	SMART Classroom*	Gymnasium
Will You Need Over-night Accommodations in Residence Halls? Yes No					
Event Description:					

AUDIO/VISUAL EQUIPMENT (Please check desired equipment)

Computer / Laptop	<input type="checkbox"/>	Podium with Microphone	<input type="checkbox"/>
Data Projector	<input type="checkbox"/>	Wireless Microphone	<input type="checkbox"/>
Screen	<input type="checkbox"/>	VCR / DVD	<input type="checkbox"/>
Internet Access	<input type="checkbox"/>		<input type="checkbox"/>

Please provide us with a brief description of what you will use the equipment for:

Use of GMC computers and network will require a signed security release form.

GENERAL CAMPUS INFORMATION

SMOKING IS NOT PERMITTED IN THE GWYNEDD-MERCY COLLEGE BUILDINGS

Food Service: If you require catering service, arrangements can be made with Parkhurst Dining Services; the Gwynedd Mercy College food service company. They can be reached at (267) 448-1328 or parkhurst@gmc.edu. *No other catering is available on campus.*

****INSURANCE REGULATIONS PROHIBIT THE SERVING OF ALCOHOLIC BEVERAGES****

Sacristy Needs: Arrangements for Sacristy may be made through the Campus Ministry Office at (215) 641-5590.

Residence Halls: Please contact the Facilities Coordinator for a listing of fees for Residence Halls at (215) 641-5575. Conference groups requiring general facilities and dorms will have an individualized package created for them.

Parking: Parking arrangements will be made through the Facilities Coordinator. Lot availability varies throughout the year. Parking tags may be issued for your group.

FACILITIES AVAILABLE

Waldron Board Room (150 Capacity)	Full Room \$180 per hour / \$1,000 per day	Large Side Only \$120 per hour / \$720 per day	Small Side Only \$60 per hour / \$360 per day
Connelly Tiered Lecture Hall (145 Capacity)	\$150 per hour \$750 per day	Griffin Gymnasium** (For Special Events)	\$5,000 event day \$1,000 each additional day
Julia Ball Auditorium (398 Capacity)	\$200 per hour \$1,200 per day	Genuardi Pavilion	\$300 per day
Merck Auditorium (73 Capacity)	\$500 per day	Basic Classroom	\$35 per hour \$150 per day / \$500 per wk
Griffin Gymnasium (For Recreation Use)	\$150 per hour \$1,000 per day	SMART Classroom (Technology installed in room)	\$45 per hour \$225 per day / \$700 per wk

****Special Events held in Gymnasium require Carpet installation; which is included in fee. You may be charge additional fees for room set up and housekeeping.**

INSURANCE REQUIREMENTS

A copy of your group or organization's certificate of insurance MUST accompany this reservation form. If you are an independent renter, speak with your insurance representative; your homeowner's insurance will often cover you and your group for the duration of your stay. You will not be able to host your event or meeting without a copy of proof of insurance.

TERMS OF FACILITY USAGE & AGREEMENT

- Direct all facility requests (classrooms, conference rooms, auditoriums ,etc) to the Facilities Office located in Waldron Student Center 215-641-5575. To ensure that the required services will be provided, complete this form and submit at least one month in advance of planned event. Events submitted on short notice cannot be guaranteed.
- Facilities reserves the right to move an event to a different facility if a move is in keeping with the best interest of the College. Group contact will be notified in advance of such a move to discuss the change. Reasons for change include: size of group and facility, limitations of attendees and equipment needed to name a few.
- A non-refundable deposit of **\$150** is required at the time of reservation. Fee will be applied to total bill. Full payment is due net 15 days after invoice is received.
- GMC reserves the right to charge for extra-electricity, maintenance, housekeeping, added set-up, security, A/V overtime, and damage to campus or GMC property.
- Please make checks payable to Gwynedd-Mercy College and return to: Robin Oster – Facilities Coordinator - P.O. Box 901 – 1325 Sumneytown Pike Gwynedd Valley, PA 19437

I have read the Terms of Facility Usage and I understand that the use of the facility must be in accordance with all Gwynedd-Mercy College policies. I understand by signing this that I accept the above conditions and am responsible for the billing of this event.

Signature _____

Date _____

For Additional Information, please call Robin Oster – Facilities Coordinator at (215) 641-5575 or email oster.r@gmc.edu