



Gwynedd-Mercy College

Facilities Reservation Form

Date _____

(Please type or print in black)

Name of Business or Group _____

Contact Person _____ Phone _____ Email _____

Address _____

City _____ State _____ Zip _____

Date(s) Requested _____ Approximate number in attendance _____

Time of Arrival _____ Time of Departure _____

Facilities Available

(Please check desired facility)

Conference Centers

_____ Waldron Board Room (150 capacity)	<u>Full Room</u> \$180 per hour \$1,000 per day	<u>Large Room Capacity</u> \$120 per hour \$720 per day	<u>Small Room Capacity</u> \$60 per hour \$360 per day
_____ Tiered Lecture Hall Connelly Center (145 capacity)	\$150 per hour \$750 per day		
_____ Julia Ball Auditorium (398 capacity)	\$200 per hour \$1,200 per day		
_____ Merck Auditorium (73 capacity)	\$500 per day		

Recreation Area

_____ Genuardi Pavilion \$300 per day

Meeting Rooms

_____ Classrooms (30 capacity)
\$35 per hour per classroom
\$150 per day per classroom
\$500 per week per classroom

Gymnasium

_____ Recreation \$150 per hour **
\$1,000 per day

_____ Special Event \$5,000 event day (includes maroon carpeting)
\$1,000 each additional day
\$300 chair set-up (additional)

_____ Aerobics Room (30 capacity) \$25 per hour
\$150 per day

** Includes use of locker rooms and shower area.

Residence Hall

_____ Loyola Hall

<u>Single Occupancy</u> \$100 per week (Mon. thru Fri.) \$30 per night	<u>Double Occupancy (per person)</u> \$75 per week (Mon. thru Fri.) \$20 per night
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_____ St. Brigid Hall, Siena Hall	
\$350 per week (Mon. thru Fri.)	\$175 per week (Mon. thru Fri.)
\$70 per night	\$35 per night
_____ Alexandria Hall	
<u>Suites</u>	
\$400 per week (Mon. thru Fri.)	\$200 per week (Mon. thru Fri.)
\$80 per night	\$40 per night
<u>Suite with Living Rooms</u>	
\$480 per week (Mon. thru Fri.)	\$240 per week (Mon. thru Fri.)
\$100 per night	\$50 per night
<u>Rooms</u>	
\$280 per week (Mon. thru Fri.)	\$140 per week (Mon. thru Fri.)
\$60 per night	\$30 per night

Audio-Visual (Daily Rental Fee)

_____ \$20 Microphone	_____ \$50 VCR/DVD
_____ \$20 Overhead Projector	_____ \$75 Video Projector
_____ \$20 Slide Projector	_____ \$10 Screen
_____ \$10 Portable Blackboard	_____ \$120 Black Backdrop Curtain for JBA
_____ \$15 Flip Chart with pad	

Parking and Transportation

Because of the limited availability of parking at the College, events being scheduled Monday through Friday with an expected attendance of 40 or more persons are required to provide their own mass transportation to the College, or arrange for the College to provide transportation for attendees from a remote parking area at a flat rate of \$100 per day.

Food Service

If food service is required, arrangements may be made with Parkhurst Dining Services, the Gwynedd-Mercy College food service, (267) 448-1328 or Parkhurst@gmc.edu. No other caterer is permitted on campus.

INSURANCE REGULATIONS PROHIBIT THE SERVING OF ALCOHOLIC BEVERAGES

Sacristy Needs

Arrangements for sacristy needs may be made through the Campus Ministry Office (215) 641-5590.

SMOKING IS NOT PERMITTED IN GWYNEDD-MERCY COLLEGE BUILDINGS

Procedure

College facilities reservations must be received two months prior to the desired date along with a \$100 non-refundable confirmation fee which is applicable to the total bill. The balance is due net 30 days.

The College reserves the right to charge for extra electricity or maintenance, security, damage to campus property and overtime for set-up.

_____ understands and accepts the above conditions, and is responsible for billing.

(Signature of Contact Person)

(Date)

Please make check payable to **Gwynedd-Mercy College** and return to:

Megan Gilmore
Facilities Coordinator
Gwynedd-Mercy College
1325 Sumneytown Pike, P.O. Box 901
Gwynedd Valley, PA 19437

For additional information, please call (267) 448-1410 or email gilmore.m@gmc.edu

