USE OF FACILITIES REQUEST FORM
Please complete pages 1 & 2, print, sign, and submit to:

Lucy Jenkins, Nashua Community College, 505 Amherst St, Nashua, NH 03060, or jenkins@ccsnh.edu

Today’s Date: _______________________

RENTER INFORMATION:
Company/Organizer Hosting Event: _______________________________________________________________________

Event Contact Person ____________________________ Contact email: _________________________________

Company/Organization Address: ___________________________________________________________________________ Contact Phone #: __________________

Function Co-Sponsor if applicable: __________________________________________________________________________

Co-Sponsor Contact Name: __________________________ Co-Sponsor Telephone #: __________________________

Co-Sponsor Address: _______________________________ Co-Sponsor Email: ________________________________

EVENT INFORMATION
Are you or your event affiliated with NCC or are you faculty or staff: __________________

If yes, please explain: __________________________________________________________________________________

Event Date: _______________ Event Start Time: _______________ Please indicate time of arrival for setup: ________

End Date: _______________ Event End Time: _______________  

Day(s) of the week: __________________________________________________________ # of People: ________________

Name of the Event: _____________________________________________________________________________________

Description of Event: ___________________________________________________________________________________

_____________________________________________________________________________________________________

Function Sponsor: Click here to enter text.

☐ For Profit Organization

☐ Non-Profit Organization *must provide a copy of 501 (c)(3) document with this request

☐ SEA, SEIU Local 1984, not CCSNH-related (Article 4.3.2)

☐ SEA, SEIU Local 1984, CCSNH-related (Article 4.3.1)

☐ Political Campaign (CCSNH Policy 562.01)

☐ Political Town Hall Meeting

Sponsors & Co-Sponsors are both required to supply Nashua Community College with Liability Insurance binders as described in the attached rules and regulations document.

Will there be vendors? ___________ If so how many? __________________________

Room(s) requesting: ________________________________________________________________

Bill To: ____________________________________________________________________________
NOTE: The sponsoring and co-sponsoring organizations are responsible for all damages caused by negligent actions of its guests. The sponsoring and co-sponsoring organizations, its employees, members or guests, agree to abide by and comply with all statutes, laws, regulations and orders of Federal, State, County or municipal authorities, including, but not limited to civil rights. The College fosters an environment that is free of harassment and discrimination of any kind. It is expected that everyone on NCC property will be treated with dignity and respect. Also, all NCC property is drug and smoke-free.

I have read the rules and regulations accompanying this form and agree with the conditions as established:

Organization Representative: ________________________________ Telephone Number: ____________________

Signature

Upon receipt of this signed form, a Letter of Intent including rental costs will be created and sent to the Contact Person for signature.

CATERING: Will you be needing catering? _______ Outside catering is not permitted. Please contact Fred Manheck at Celebrations 603-598-5177 or visit their site at www.celebrationsmenu.com for all your catering needs.

OFFICE USE ONLY

Facility Cost: $ ____________________

Deposit Received: ________________ Policy regarding food discussed: ________________

Proof of $2M Liability Insurance Received: ________________ Policy regarding clean up discussed: ________________

Reservation/Confirmation Signature: ________________________________ Date Confirmed: ________________________________

Maintenance Signature: ________________________________ Date: ________________________________

Business Office Signature: ________________________________ Date: ________________________________

Rooms/Facilities: Assigned: ________________________________

Copies to: ☐ Maintenance ☐ Business Office ☐ IT ☐ Media Specialist ☐ Campus Security ☐ Wellness Center Director

Other: ________________________________

NON-DISCRIMINATION POLICY

Nashua Community College does not discriminate in the administration of its admissions and educational programs, activities, or employment practices on the basis of race, color, religion, national or ethnic origin, age, sex, sexual orientation, marital status, disability, gender identity or expression, genetic information, or veteran status. This statement is a reflection of the mission of the Community College System of NH and Nashua Community College and refers to, but is not limited to, the provisions of the following laws: Title VI and VII of the Civil Rights Act of 1964, The Age Discrimination Act of 1967, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1975, Section 402 of the Vietnam Era Veteran’s Readjustment Assistance Act of 1974, and the NH Law Against Discrimination (RSA 354-A).
The NCC Equity Committee is designated to coordinate compliance with the Non-Discrimination Policy and handles all concerns of discrimination not covered under Title IX.

The following persons have been designated to handle inquiries regarding the Non-Discrimination Policy:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Office</th>
<th>Address</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Kyle Metcalf</strong>, Chairperson</td>
<td>NCC Equity Committee</td>
<td>Nashua Community College</td>
<td>505 Amherst St. Nashua, NH 03063</td>
<td><a href="mailto:NCCHREC@ccsnh.edu">NCCHREC@ccsnh.edu</a></td>
<td>(603) 897-9988</td>
</tr>
<tr>
<td><strong>Lizbeth Gonzalez</strong></td>
<td>Title IX Coordinator</td>
<td>Nashua Community College</td>
<td>505 Amherst St. Nashua, NH 03063</td>
<td><a href="mailto:lgonzalez@ccsnh.edu">lgonzalez@ccsnh.edu</a></td>
<td>(603) 578-8928</td>
</tr>
<tr>
<td><strong>Catherine Barry</strong></td>
<td>NCC Human Resources Director</td>
<td>Nashua Community College</td>
<td>505 Amherst St. Nashua, NH 03063</td>
<td><a href="mailto:cbarry@ccsnh.edu">cbarry@ccsnh.edu</a></td>
<td>(603) 578-8900 ext. 1766</td>
</tr>
<tr>
<td><strong>Jodi Quin</strong></td>
<td>Section 504/ADA Coordinator</td>
<td>Nashua Community College</td>
<td>505 Amherst St. Nashua, NH 03063</td>
<td><a href="mailto:jquinn@ccsnh.edu">jquinn@ccsnh.edu</a></td>
<td>(603) 578-8996</td>
</tr>
</tbody>
</table>

Inquiries may also be directed to:

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Address</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sara A. Sawyer</strong></td>
<td>CCSNH Director of Human Resources</td>
<td>Community College System of NH</td>
<td>26 College Drive</td>
<td><a href="mailto:ssawyer@ccsnh.edu">ssawyer@ccsnh.edu</a></td>
</tr>
<tr>
<td><strong>NH Commission for Human Rights</strong></td>
<td>2 Industrial Park Drive Bldg. One</td>
<td>Concord, NH 03301</td>
<td><a href="mailto:humanrights@nh.gov">humanrights@nh.gov</a></td>
<td>(603) 271-2767</td>
</tr>
<tr>
<td><strong>Office for Civil Rights, Boston Office</strong></td>
<td>US Department of Education</td>
<td>8th Floor</td>
<td><a href="mailto:OCR.Boston@ed.gov">OCR.Boston@ed.gov</a></td>
<td>(617) 289-0111</td>
</tr>
</tbody>
</table>

Equal Employment Opportunity Commission
Boston Area Office
JFK Federal Building
15 New Sudbury Street, Room 475
Boston, MA 02203-0506
info@eeoc.gov
1-800-669-4000
TTY 1-800-669-6820
ASL Video (844) 234-5122
FAX (617) 565-3196