



Room Request Form

Please return completed form to Sara Herman

Any questions contact Sara: (315) 253-0361 ext. 5131, sherman@caybores.org

This form must be completed in full and signed before a room will be confirmed.

Name: _____ Dept./District/Organization: _____

Title of Event: _____ Contact # _____

Date(s) room is requested: _____ Requested Access Time: from _____ to _____

If event start time differs from room access time: _____ Event Time: from _____ to _____

Requested Room:	Conference 1	Conference 2	Conference 3
	Gym	Cafeteria <i>(not available when school is in session)</i>	

Set-Up #: _____ Number of People: _____ Other Requests: _____

Check here if you want your event displayed on the Public Electronic Display: Yes No

Instructional Support Services

All rooms have projection capabilities and include a desktop or laptop.

Mark below if you need any of the following:

Bringing own laptop:	Yes	No	Internet needed:	Yes	No
Projector needed:	Yes	No	Videoconferencing:	Yes	No
Instruction on usage:	Yes	No	Microphone:	Yes	No
Easel:	Yes	No	DVD:	Yes	No

Requestor Signature: _____

Date: _____

Administrator Signature: _____

Date: _____

Facility Usage Conditions and Requirements

- There is no fee to the community to utilize the Cayuga-Onondaga BOCES facility
- All community events held on the Cayuga-Onondaga BOCES campus must be free of charge, hosted by a nonprofit organization, or a not-for-profit activity.
- Merchandise cannot be sold by organizations while on Cayuga-Onondaga BOCES campus.
- All outside organizations must maintain General Liability Insurance of \$1,000,000 per occurrence and provide a Certificate of Liability with Cayuga-Onondaga BOCES as a Certificate Holder.
- When using the Cayuga-Onondaga BOCES Facilities:
 - Do not park or allow event visitors to park in the fire lanes
 - Remain in the designated areas for your specific event reservation
 - Familiarize yourself with the fire exit procedures located above the fire alarm boxes in each room.
 - Clean off tables of any paper or debris.
 - Report any issues via the phones located on the walls in every room.
 - Respect all Cayuga-Onondaga BOCES staff
- Bathrooms are located off the main corridor.
- Cayuga-Onondaga BOCES is a Smoke Free Campus
- Notification is required, if any meeting or conference is canceled.
(Email Sara Herman at sherman@cayboces.org)

****Cayuga-Onondaga BOCES can at any time, discontinue an organization's use of its facility, if these rules are not followed.***