Reserving Space for an Event

Tompkins Cortland Community College has accommodations for all room rental needs, from small meeting rooms to large event spaces.

Classroom and computer room rentals are available at our Cortland and Ithaca Extension Centers by calling those locations directly at 607.756.5275 and 607.272.3025, respectively.

Outside groups please call 607.844.8222, Ext. 4442 to speak directly to an event planner about event needs for the main Dryden campus. Please review the Room Reservation Guidelines below for general information governing the reservation process.

For TC3 internal users, the Sprole Conference Room can be reserved by using the Outlook calendar or by calling at Ext. 4224. Contact Ext. 4367 to reserve the Board Room, Ext. 4281 to reserve the VIP room, or Ext. 4285 to reserve TR201.

Use this link https://www.surveymonkey.com/r/tc3roomres for all other room reservations at the main Dryden campus. Please review the Room Reservation Guidelines below before filling out the request.

All reservations are tentative until the room reservation form is filled out completely, submitted, and confirmed.

Room Reservation Guidelines

The main campus building is open during the following hours in the Fall and Spring semesters:

Monday through Friday:	6 a.m. to 10 p.m.
Saturday	7:30 a.m. to 10 p.m.
Sunday	10:30 a.m. to 5 p.m.

Individual offices may not be staffed during all of these hours. Hours are subject to change. There may be restrictions for outside users of TC3 facilities, such as availability during campus holidays.

All of our facilities are wheelchair accessible. Smoking is not allowed in any Tompkins Cortland Community College building. Lighted EXIT signs may not be blocked and must be visible at all times.

Tompkins Cortland Community College

170 North Street, PO Box 139, Dryden, New York 13053-0139

607.844.8211 – 888.567.8211

Reservation Priorities

Community group needs will be considered after those of TC3. There may be restrictions for outside use of TC3 facilities, such as availability during campus holidays. College property is not available for private parties or events. All public events on College premises must not contradict the mission of the College and must be in compliance with institutional policies/regulations as well as federal, state, and municipal laws and ordinances.

Time Frame:

- Requests for space, with no modification of services, should be made no later than one week before the event date
- Requests for space and simple services, including all details (setup, technology, food, etc.), should be made no later than two weeks before the date of the request
- Requests for space with an anticipated attendance of more than 150 people and/or complex setup requirements (food service, technology, flooring, etc.) should be made no later the five weeks before the event
- Requests made outside of the required time frame will be considered on a case by case basis

Insurance and Liability

External requestors must provide evidence of proper liability and property damage insurance (i.e.: a certificate of insurance) before any rental agreement is finalized. Insurance coverage should include the following:

- General liability coverage of $1,000,000
- The College is to be named as "Additional Insured"

Cancellation

Internal User

A notice of 48 hours is required for events needing special setups or technology. PLEASE notify us as soon as you know of a change/cancellation.

External User

Because of the time and effort associated with event scheduling and logistics, TC3 reserves the right to assess cancellation fees based on the final, contracted facility value.

Facility Fees

There will generally be no fees charged to the following groups for the use of classroom meeting space without any additional needs during hours the College is considered open, Monday-Friday:

- Local non-profit organizations
- Public agencies
- Professional business and industry organizations

Capacity/Occupancy Limits

All places of public assembly on the TC3 campus have been assigned occupancy limits by the New York State Building Code.

Under no circumstances will these limits be exceeded.

It is crucial that events be scheduled in an appropriate space. When requesting a space, each event sponsor should be able to show evidence that the projected attendance warrants the reservation of that space.

Space	**Maximum Occupancy**
Gym	2,105
Field House	2,105
Cafeteria	400
Multipurpose Room	205
Forum	250 w/table & chairs
	600 w/o furniture
Student Center	150
Sprole	40
Classrooms	Based on number of seats

Staffing Requirements

Depending on the nature of the event one or more staff members may be required

- Internal Users shall include FSA/College employee (adjuncts included)
- External Users shall include at least one TC3 professional staff member as a supervisor for the event
- In some circumstances a check-in with public safety is sufficient

Office of Public Safety

Events with an anticipated attendance in excess of 250 will require the presence of two staff from the Office of Public Safety

Technology and Audio Visual Services and Equipment

Sound Systems

The sound systems of the College are available for speaking presentations and basic A/V playback. Amplified sound equipment may not be connected to either of these sound systems.

Setups are based on the availability of equipment and personnel.

TC3 does not have a professional sound/video person on staff.

Catering Guidelines

Food service on campus is exclusively provided by the contracted food service vendor, American Dining Creations. At their discretion, they may waive that exclusivity for an event in which case the event host must coordinate directly with the American Dining Creations Executive Chef to select a caterer approved by American Dining Creations. Any outside food service must obtain a temporary food permit from the Tompkins County Health Department. An application for a temporary food establishment permit must be submitted at least two weeks prior to your event. The permit must be prominently displayed during the entire event.

To set up an event contact Kevin Stillman**,** American Dining Creations Executive Chef, at kstillman@afvusa.com or 607.844.6588.