

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 *(not available when school is in session)*

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.

Check below if you need any of the following:

Bringing own laptop:

Internet needed:

Projector needed:

Videoconferencing:

Instruction on usage:

Microphone:

Easel:

DVD:

Requestor Signature: _____

Date: _____

Administrator Signature: _____

Date: _____

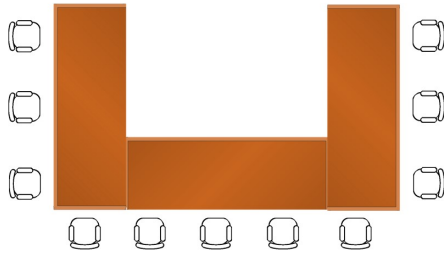
Facility Usage Conditions and Requirements

- 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@caybores.org)

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

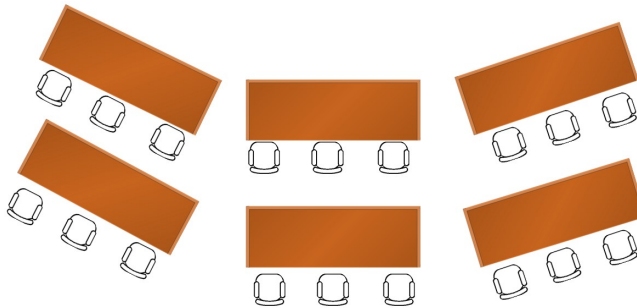
1. U-Shaped



Seating Capacities Per Room:

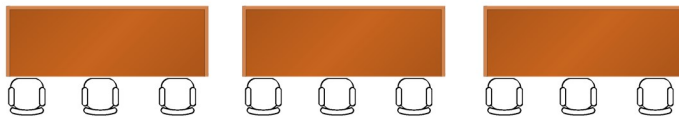
Conference Room 1:	30
Conference Room 2:	40
Conference Room 3:	40
Distance Learning:	35

2. Classroom Style Oval



Conference Room 1:	Not Available
Conference Room 2:	40
Conference Room 3:	40
Distance Learning:	Not Available

3. Classroom Style



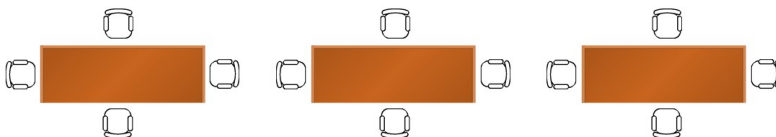
Conference Room 1:	30
Conference Room 2:	45
Conference Room 3:	45
Distance Learning:	50

4. Testing Style I



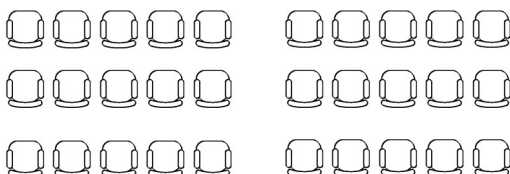
Conference Room 1:	20
Conference Room 2:	24
Conference Room 3:	24
Distance Learning:	15-20

5. Testing Style II



Room 1, 2, & 3 Open:	100
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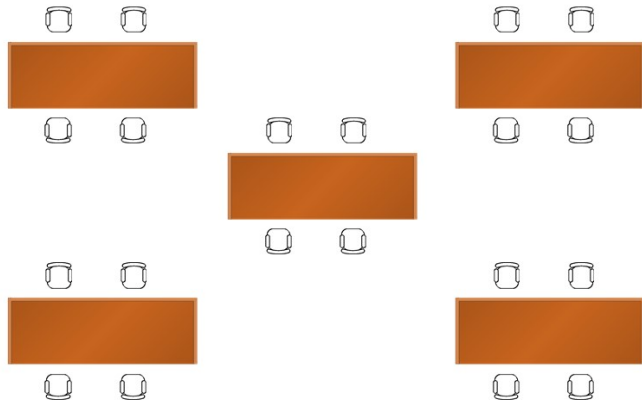
6. Theater Style



Conference Room 1:	50
Conference Room 2:	85
Conference Room 3:	85
Distance Learning:	60

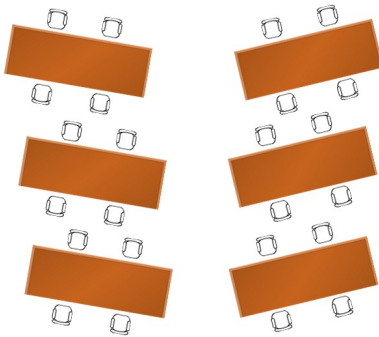
Seating Capacities Per Room:

7. Scattered Style



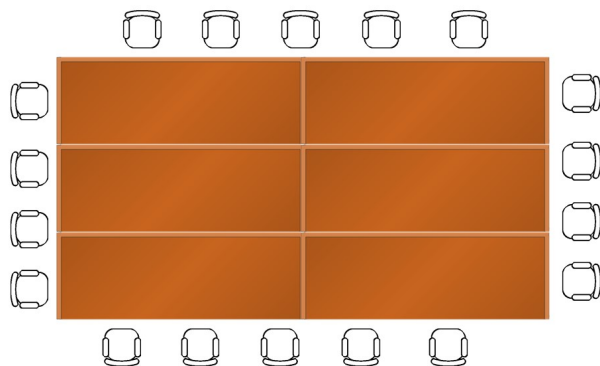
Conference Room 1:	Not Available
Conference Room 2:	50
Conference Room 3:	50
Distance Learning:	40

8. Diagonal Scattered Style



Conference Room 1:	Not Available
Conference Room 2:	50
Conference Room 3:	50
Distance Learning:	Not Available

9. Board Room Style



Conference Room 1:	25
Conference Room 2:	40
Conference Room 3:	40
Distance Learning:	40

10. Other: Please provide drawing:

Seating Capacities Per Fire Code

<u>With Tables</u>	<u>Without Tables</u>
C.R. 1: 40	C.R. 1: 73
C.R. 2: 50	C.R. 2: 106
C.R. 3: 50	C.R. 3: 106
D.L.: 50	D.L.: 100