

VASSAR COLLEGE
Office of Campus Activities
124 Raymond Avenue, Box 715
Poughkeepsie, New York 12604-0715
845-437-5370 (phone), Fax 845-437-7801

Application for use of College Facilities
By Community Organizations during College Breaks
Today's Date _____

1. Name of the Organization _____
2. Name of the Contact Person _____
3. Contact email address _____
4. Address of Organization _____

5. Telephone No. _____ Fax No. _____
6. Requested date(s) of Use of College Facilities _____
7. Anticipated participants _____
8. Age of participants _____
9. Logistical needs of the event _____
10. Description of the activity _____
11. Do you need catering? _____
12. Do you have a certificate of insurance? _____
13. Is the event open to the community? _____
14. Is your Organization non-for profit? _____ Please provide (5013C)

Signature

Date

Applications must be submitted 6 weeks in advance of activity