

# GENERAL HERKIMER

## MASCOT RESERVATION INFORMATION

### RESERVATIONS

1. If you would like to request the mascot to appear at your event, you must complete a reservation form. Forms are available in the Student Activities Office or can be found on the Student Activities website:  
<http://www.herkimer.edu/studentservices/slfe/resources/index.htm>
2. Primarily, the costume is intended for HCCC approved events and programs and should only be used on the HCCC campus. Departments or groups seeking permission for off-campus use must get special permission from the Student Activities Office. Prior approval by the college president is required for all off-campus groups and requests.
3. All requests are subject to availability and there is no guarantee that the request can be honored.
4. Only performers hired and trained through the Student Activities Office are allowed to wear the costume. Someone must accompany the mascot at all times and only hired and trained escorts, through the Student Activities Office, can act as an escort. Exceptions to this may be determined by the Director of Student Activities. The group requesting use *may be* responsible for providing one additional person to escort the mascot. During the event, the performer and escort will be supervised by the faculty/staff member present.

### FEES

1. The reserving organization will be held responsible for any damage to the costume. \*Note: Replacement cost for the costume is over \$7,000.\*
2. If the costume is lost or damaged in full or in part, the group will be asked to pay for repairs, replacement or cleaning of the costume, as determined by the Director of Student Activities.



# HCCC General Herkimer Reservation Form

Recognized HCCC Student Activities Clubs/Organizations or College Departments/Offices may reserve the General for their event. Off-campus groups requesting the mascot follow the same procedure, however, the request is at the discretion of the college president. Completed Reservation Forms must be brought to the Student Activities Office.

\* All requests are subject to availability and there is no guarantee that the request can be honored.

\* \* \* \* \*

Requestor's Name: \_\_\_\_\_

Faculty \_\_\_\_\_ Staff \_\_\_\_\_ Community Member \_\_\_\_\_

Club/Organization, Department/Office or Off-Campus Group Requesting Use:  
\_\_\_\_\_

Office Phone #: \_\_\_\_\_ College e-mail Address: \_\_\_\_\_

Office/School Address: \_\_\_\_\_

Title of Event: \_\_\_\_\_

Dates(s) of Event: \_\_\_\_\_

Actual Time(s) of Event (start/end): \_\_\_\_\_ Set-up Time: \_\_\_\_\_

Approximate Group Size: \_\_\_\_\_

What do you want the mascot to do during your event?

***I understand that I could be held responsible for the General costume during the time that it is at my event. If the costume is lost or damaged in full or in part, I agree to pay for repairs, replacement or cleaning of the costume, as determined by the Director of Student Activities. Failure to do so could result in a loss of privileges to reserve the mascot for future events.***

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

Student Activities Approval: Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_

\* \* \* \* Off Campus Use Request \* \* \* \* \*

Approval: Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_

