

Northwest Mississippi Community College
Fine Arts Facilities Request Form

Complete this form and return it to John Mixon at jmixon@northwestms.edu. All questions should also be directed to John Mixon at the email above or at 662-562-3334. **Final approval is contingent upon receipt of the Usage Agreement Form. The Usage Agreement Form can be obtained through the Fine Arts Technical Director, Alyssa Algee. (662-562-3332) aalgee@northwestms.edu**

Name of Event _____ Date of Event _____

Event Description _____

Sponsoring Organization _____ Phone _____

Facility Requested _____ Room _____

Arrival time _____ Actual time event starts _____ Time event ends _____

Date form submitted _____ Number of attendees at event _____ Admission charge _____

Special set-up needs: _____

Do you need Police service? _____ NWCC may determine that your event requires police and you will be notified and billed accordingly. Contact Police at 562-3314 to make arrangements.

Do you need Food Service? _____ Contact Rita at 562-3313 for Food Service. If your group will be going through the cafeteria line, please notify Rita at the above number. Food service billed separately through the Service Vendor, Valley Services. Payment is payable to Valley Services.

Print Name _____ Mailing Address _____

Phone Number _____ Email _____

Student organization advisors must be present at events using NW facilities, except for table displays. By submitting this form, the sponsoring organizations agree to abide by all campus, local, state and federal rules and laws. This document, if approved, will serve as a contract between NWCC and the sponsoring organization if no other contract is issued. Final invoices are due and payable upon receipt.

Rental rates/ Fees:

- Classrooms \$25.00 first hour/ \$10.00 each additional hour. Maximum charge \$100
- Fine Arts Auditorium \$400/day
- Technical Support \$10.00 per hour (Weekdays) - \$25.00 per hour (Weekends)

NWCC reserves the right to determine need and to charge for NW personnel such as police, housekeeping and technicians. Make Rental Checks payable to Northwest MS Community College. Rental is waived for campus groups, government agencies, 501 non-profit groups and educational groups. Non-profits must provide a copy of their 501c3 exemption. Fees may be assessed as deemed appropriate to the event. Other waivers may be approved by the ACE Committee. Additional charges may be assessed for damages if deemed appropriate.