

Northwest Mississippi Community College
David M. Haraway Center – Facility Request Form
152 Alumni Drive Senatobia, Mississippi 38668

Complete this form and return to Pam Wooten at pwooten@northwestms.edu. All questions should also be directed to Pam Wooten at the email above or at 662-562-3968. If you have not already done so, please call and check availability before submitting this form.

The Haraway Center is a meeting facility for campus departments or administrative offices, educational groups, governmental agencies, non-profit civic groups, and private businesses. Non-profit organizations must provide a copy of their 501c3 exemption. The Center is not normally available to student organizations. **It is NOT available for private social functions such as birthday parties, class reunions, or wedding receptions.**

Name of Event _____ Date of Event _____

Event Description _____

Arrival/access needed time _____ Actual event start time _____ End time _____

Number of attendees _____ Date form submitted _____

Do you need police? _____

Sponsoring organization/person _____ Office phone _____

Type of organization (campus department/office, educational group, governmental agency, non-profit civic group, or private business) _____

Signature _____ Cell phone _____ email _____

Catering is available for events. There are not any vending machines in the Haraway Center and food and beverages may not be brought into the facility.

Will you need catering services? Yes _____ No _____

Catering is arranged with Pam Wooten. Contact her for arrangements.

Catering payments should be made to Valley Services.

Office use please: Room assigned _____ Date _____
Haraway Calendar _____ ACE Website Calendar _____
Catering <u>yes</u> <u>no</u> Arranged _____ Order given to Catering _____
Work Order <u>yes</u> <u>no</u> Work order # _____ Rental fee (if applicable) _____

Your room set up: Please check the set up you prefer.

- **Theater style (chairs only)** is available in the following rooms:
____ Room 102 B for up to 210 ppl ____ Room 102 A & B for up to 300 ppl
- **Banquet style (tables and chairs)** is available in all rooms:
____ Room 102 A for up to 66 ppl ____ Room 102 B for up to 120 ppl
____ Room 102 A & B for up to 250 ppl ____ Room 104 for up to 66 ppl
- **Exhibit style** sets up are available upon request in Rooms 102 A, 102 B and 102 A & B

NOTE: Room 102 B and 102 A & B have a large elevated stage at the front of the room.

Head table: Do you need a head table at the front of the room? _____

If so, how many chairs at the head table _____

Registration table: Do you need a registration table outside of the room? _____

If so, how many chairs at the registration table? _____

All of our rooms are equipped with computer systems connected to ceiling mounted projectors and screens, as well as microphones and audio. Internet access, Apple TV, connection to a laptop or a simple USB port jump drive is available for usage.

Will you need (check all that apply)

____ Microphone ____ computer system including projector/screen

I will need to (check all that apply)

____ Connect a jump drive ____ Connect my laptop

____ Use the internet ____ Use Apple TV (bringing my own device)

Room rates (if applicable)

102 A - \$100	102 B - \$150	102 A & B - \$250
104 - \$100	Lobby only - \$100	All rooms - \$450

There is no rental fee for campus departments or administrative offices, educational groups, governmental agencies or non-profit civic groups. Please make all rental checks payable to Northwest Mississippi Community College.

By submitting this form, the sponsoring organization agrees 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.

Revised August 2018