

Northwest Mississippi Community College
McLendon Center – Facility Request Form
101 Union Boulevard Senatobia, Mississippi 38668

Before completing this form you will need to check availability of your venue through Pam Wooten at pwooten@northwestme.edu or at 662-562-3968. Once your date has been confirmed, please complete and return this form to (1) Eric Vanderburg at evanderburg@northwestms.edu for a gym, ROC facility or meeting room or (2) Denise Vannucci at dvannucci@northwestms.edu for the computer classroom.

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? _____

Campus police will unlock/lock facilities and can be reached at 501-6907.

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 _____

NWCC Student Organizations must have their campus advisor present at events using NWCC facilities, except for table displays and regularly scheduled business meetings.

Catering is not available. Food and beverages may be purchased from vending machines or in the Northwest Ranger Bookstore. Both are on the first floor.

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.

Information about McLendon Center rooms:

All rooms are previously arranged. Services are not provided to rearrange rooms. If you need to adjust the seating, you may do so, but it must be returned to the original set up before you leave.

A kitchenette is available adjacent to both meeting rooms.

Any items left will be discarded or turned into Campus Police "lost and found".

All rooms are closed during Northwest Mississippi Community College holidays.

During the fall and spring semesters priority is given to campus groups and the hours of availability are 8am-9pm.

Summer hours of availability are 8am-4:30pm

Room details are below: (check the one you wish to use)

Meeting Room A (#124)

- Seats 48 people at tables
- A ceiling mounted manual projection screen and a white board is available. Any other equipment must be provided by the organization.

Meeting Room B (#130)

- Seats 24 people at tables
- A ceiling mounted manual projection screen is available. Any other equipment must be provided by the organization.

Room fees (if applicable)

#124 - \$100

#130 - \$50

Gym(s) - \$150

ROC - \$25

Rental fees are waived for campus groups, government groups, educational groups, and 501 non-profit groups. Non-profit groups must provide a copy of their 501c3 exemption. Make checks payable to Northwest Mississippi Community College.

Office use please:

Room assigned _____ Date _____

ACE Calendar _____ Campus Calendar _____

Work Order yes no Work order # _____ Rental fee (if applicable) _____

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.