

**NORTHWEST MISSISSIPPI COMMUNITY COLLEGE**  
**MULTIPURPOSE LIVESTOCK FACILITY ACTIVITY REQUEST FORM**

All groups and individuals wishing to hold an event at the facility must complete this form and mail to the Manager of the Multipurpose Livestock Facility, Northwest Mississippi Community College, 4975 Highway 51 North, PO Box 7020, Senatobia, MS 38668; or, submit electronically to [swilliams@northwestms.edu](mailto:swilliams@northwestms.edu). Inquiries should be directed to (662) 562-3361.

**WARNING: UNDER MISSISSIPPI LAW, AN EQUINE ACTIVITY OR EQUINE SPONSOR IS NOT LIABLE FOR AN INJURY TO OR THE DEATH OF A PARTICIPANT IN EQUINE ACTIVITIES RESULTING FROM THE INHERENT RISKS OF EQUINE ACTIVITIES, PURSUANT TO THIS ACT.**

Event \_\_\_\_\_ Sponsor \_\_\_\_\_

Facilities Required (arena, lobby, concession stand, etc.):  
\_\_\_\_\_

Rehearsal Date(s) \_\_\_\_\_ Time In \_\_\_\_\_ Time Out \_\_\_\_\_

Activity Date(s) \_\_\_\_\_ Time In \_\_\_\_\_ Time Out \_\_\_\_\_

Actual Event Start and End Times: \_\_\_\_\_

**MULTIPURPOSE FACILITY MANAGER APPROVAL** \_\_\_\_\_

**FACILITY ARRANGEMENTS AND EQUIPMENT NEEDS:**

Number of tables \_\_\_\_\_ Number of chairs \_\_\_\_\_ Please describe tables & chairs arrangement and additional equipment, if needed \_\_\_\_\_  
\_\_\_\_\_

**DO YOU NEED POLICE SERVICE?** \_\_\_\_\_ **Contact Campus Police at 662-562-3314 to make arrangements.**  
(Northwest may determine your event requires officers and you will be notified of charges and billed accordingly.)

**CONCESSIONS/FOOD SERVICE ARRANGEMENTS** \_\_\_\_\_  
\_\_\_\_\_

**Estimated Attendance** \_\_\_\_\_ **Admission Charge** \_\_\_\_\_

**Chaperones** (if student organization) 1. \_\_\_\_\_ 2. \_\_\_\_\_

Northwest is not liable for any injury or accident that may occur. Damage to the facility is the responsibility of the organization or person(s) shown below. Activity regulations are listed in the Northwest Bulletin and may also be found at [northwestms.edu](http://northwestms.edu). Northwest facilities and grounds are **Smoke-Free**. The sponsoring organization is responsible for ensuring compliance with all campus, local, state, and federal rules and laws.

**Responsible Party:** (Please sign and date)

Name (print) \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

**FOR COMMITTEE USE ONLY**

Approval: Yes \_\_\_\_\_ No \_\_\_\_\_ Yes, with exceptions \_\_\_\_\_

Exceptions: \_\_\_\_\_

Signature of Committee Chairman \_\_\_\_\_

Rental Fee: \_\_\_\_\_ Damage/Clean-Up Deposit: \_\_\_\_\_

Other Fees: (specify): \_\_\_\_\_

NOTE: All fees and deposits should be paid in advance at the NWCC Business Office, McCormick Administration Building.

**NWCC: Calendar of Events Description**

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Short Description of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Revised August 2018

Farm Arena