

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](mailto: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 Rita Taylor 662-562-3313.

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 - maximum 210 ppl      \_\_\_ Room 102 A & B - maximum 300 ppl

- **Banquet style (tables and chairs)** is available in all rooms:

\_\_\_ Room 102 A - maximum 66 ppl      \_\_\_ Room 102 B - maximum 120 ppl  
\_\_\_ Room 102 A & B - maximum 250 ppl      \_\_\_ Room 104 - maximum 66 ppl

- **Exhibit style** sets up are available upon request in Rooms 102 A, 102 B and 102 A & B

**NOTE:** Your specific set up will reflect the number of attendees that you put on page 1 of this form. The above numbers of people per room are the maximum available per set up.

**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 September 25, 2018*