

HARAWAY CENTER FACILITY REQUEST FORM

Form will not be accepted without contact name and phone number! Call 662-562-3968 to schedule your event and check availability. Print this form, complete and fax to 662-562-3931. The Haraway Center is a meeting center for campus departments, administrative offices, educational groups, government agencies and non-profit civic groups, commercial and business enterprises. Non-profits 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.** Incomplete information may result in delay of approval or denial of request.

Name of Event _____ Date of Event _____

Event Description _____

Sponsoring Organization/Person _____ Phone Number _____

Arrival time/Access Needed _____ Actual time event starts _____ Time event ends _____

Number of participants _____ Admission charge _____ Date Form Submitted _____

Do you need Police? _____ Contact Campus Police at 562-3314 to make arrangements.

(NWCC may determine your event requires officers and you will be notified of charges and billed accordingly.)

Print Name _____ Mailing Address _____

Signature _____ Email _____

Phone Number _____ Cell # _____ Fax _____

NWCC facilities and grounds are Smoke-Free. Sponsoring Organization is responsible for ensuring compliance.

FOOD SERVICE: Yes _____ NO _____ CONTACT RITA @ 562-3313 FOR SERVICE. There are no vending machines in the Haraway Center. All food and beverage must be bought through Valley Food Service, which is a separate operation from the conference center. **Payment made to Valley Food Service.**

UNTIL THIS FORM IS RECEIVED AND APPROVED, YOUR REQUEST IS NOT CONFIRMED. If not received within 2 weeks of verbal booking, your date may be released.

For Committee Use Only: Rental rate _____ Approval: Yes _____ No _____

Yes, with Exceptions _____

SIGNATURE OF COMMITTEE CHAIRMAN _____ Date _____

HC Use Only: Room Assigned _____ Mgr. Approval _____

Campus Calendar ___ Scanned/Emailed ___ Work Order _____ Date _____

Internal Set-up _____

Room arrangements: Unless otherwise noted, any rental fee includes standard set-up as listed. Please call the Haraway Manager at 662-562-3968 to discuss capacities and set up in advance of submitting form.

_____ Theater- chairs only. This arrangement is available **ONLY** in Room 102-B, the largest room, up to 200. **OR** If using 102 A- B, theater seating capacity is set for 350. The wall is opened between the 2 rooms.

_____ Tables and Chairs- for maximum capacity chairs are placed on both sides of tables. Classroom style is **NOT** available in Rooms 102 A and 104. Maximum classroom number for 120- B is 80. Banquet capacity is 120 in 102-B. Banquet capacity using 102 A-B is 250.

_____ Exhibit- rectangle tables only. Number of tables _____ Number of chairs needed per table _____

Do you need a "head table"? _____ Number of chairs at head table _____

Special Instructions: _____

****Equipment available:**

_____ Podium with microphone connected to overhead house speakers.

_____ LCD projector, ceiling mounted in all rooms. System operates from a main console which includes a keyboard, monitor, USB ports, and DVD drive. Use your laptop or plug into the HC system with a CD or **flash drive (preferred)**. Audio is available for screen presentations. Access to internet, Apple TV (from appropriate device) and other sites available. However, you cannot connect to a VPN (Virtual Private Network), only the open web. If using laptop, please supply minimum 20 foot VGA or HDMI cable.

_____ Projection screen- standard wall mounted.

_____ Stage- is in place in 102 B **ONLY**. It will remain unless special provision is made for removal. Stage maximum size is 8 x 32 feet, plus steps on each side. Height- 18 inches.

****You may bring your own equipment if desired.**

The Haraway Center has wired and wireless internet. Please see Manager for password. The system may not always be available due to technical difficulties beyond our control.

Room rental rates at standard set up:

102 A	\$100	102 B	\$150	102 A and B	\$250
104	\$100	Lobby only	\$100	All public rooms	\$450

There is no rental for campus groups, government groups, non-profit 501 groups, and educational groups. Special rates may be negotiated for ongoing and recurring events. Fees may apply if deemed appropriate.

Please make all Rental checks payable to Northwest MS Community College.

Food and Beverage Service is billed separately through Valley Food Service.

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.