

McLendon Center Request Form

Print and complete. FAX Page 1 to 662-562-3931 or mail to Sharon Self, 4975 Highway 51 N.-NWCC, PO Box 5443, Senatobia, MS 38668. Before request can be approved, the Activity Committee must receive the building supervisor's approval** via signature on form, email or fax. Incomplete information may result in delay or denial of request. Questions? Call Sharon at 662-562-3968. **Read and keep pg. 2 before submitting form.**

Name of Event _____

Print Name _____

Date of Event _____

Sponsor signature _____

Event Description _____

Mailing Address _____

Sponsoring Organization _____

Phone Number _____ Cell# _____

Number of attendees at event _____

Fax _____

Admission charge, if any _____

Email _____

Organization Phone# _____

****Recreation facilities must be approved by Liesl Davenport at 562-3899.**

Room Requested _____

Signature: _____

Arrival time _____ Actual time event starts _____ Time event ends _____

Do you need Police? _____ Contact Campus Police at 562-3314 to make your arrangements. (NWCC may determine that your event requires police and will bill accordingly.)

Date form submitted _____

STUDENT ORGANIZATION ADVISORS MUST BE PRESENT at events using NWCC facilities, except for table displays and regularly scheduled business meetings. 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.

For Committee Use: Approval: _____ YES _____ NO _____ Date _____		
Signature of Committee Chairman _____		Work Order _____ Date _____
Rental Rate: _____	Deposit Required _____	Clean-up Fee _____ Police _____
_____ Campus Calendar	_____ McLendon Calendar	_____ Scanned/ Emailed

Any items left in room will be discarded or turned into Campus Police Lost and Found. The McClendon Center has vending machines located on the first floor and in the Bookstore. Catering is not provided.

****Contact Liesl Davenport at 562-3899 to schedule Recreational Facilities in McLendon Center.**

Wired and wireless internet is available throughout the building. HELP DESK will provide log-in and password information.

Make all checks payable to Northwest MS Community College. Rental is waived for campus groups, government, 501 non-profit groups and educational groups. Non-profits must provide a copy of their 501c3 exemption. **Rental rates are as follows:** North/ South Gyms- \$150 /day. Rental rates effective for bookings after Nov. 12, 2015.

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