

NWCC Campus Facility/ Activity Request Form

Form will not be accepted without contact name and phone number!! FAX form 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. Do not use this form to request Haraway Center or McLendon Center. Separate forms available for those facilities. Incomplete information may result in delay or denial of request.

Name of Event \_\_\_\_\_ Date of Event \_\_\_\_\_

Event Description \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_ Phone \_\_\_\_\_

Facility Requested \_\_\_\_\_ Room \_\_\_\_\_

\*\*BUILDING SUPERVISOR APPROVAL:

Arrival time \_\_\_\_\_ Actual time event starts \_\_\_\_\_ Time event ends \_\_\_\_\_

Date form submitted \_\_\_\_\_ Number of attendees at event \_\_\_\_\_ Admission charge \_\_\_\_\_

You will be responsible for your own AV equipment unless otherwise arranged with building supervisor.

For Fine Arts Building contact Technical Director at 562-3332 at the time of reservation to discuss A/V.

Special set-up needs: \_\_\_\_\_

Do you need Police service? \_\_\_\_\_ NWCC may determine that your event requires police and you will be notified and billed accordingly. Contact Police at 562-3314 to make arrangements.

Do you need Food Service? \_\_\_\_\_ Contact Rita at 562-3313 for Food Service. If your group will be going through the cafeteria line, please notify Rita at the above number. Food service billed separately through the Service Vendor, Valley Food Services. Payment is payable to Valley Food Service.

Print Name \_\_\_\_\_ Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Student organization advisors must be present at events using NW facilities, except for table displays. By submitting this form, the sponsoring organizations agree 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.

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

### KEEP THIS PAGE FOR REFERENCE

The Activity Committee requires that you **obtain the signature of the Building Supervisor** prior to request being considered. Phone numbers are listed below. **The supervisor may sign this form or send an email to Sharon Self at [sself@northwestms.edu](mailto:sself@northwestms.edu) that shows approval.**

Ag Tech	562-4184	Shane Louwerens
AP Fatheree	562-3430	Bruce Lee
Art Building	562-3405	LaWayne House
Band Practice Field	562-3335	John Ungurait
Berry Bldg.	562-3361	Doug Freeze
Calhoun	562-3257	Julie Corroero
Coliseum	562-3224	Larry Simpson
Farm Arena	560-3832/ 562-4412	Bud Young
Farm	562-5718	Matt Demuth
Fine Arts	562-3334	John Mixon
Lafayette Humanities	562-3248	Dale Davis
Library	562-3277	Maggie Moran
Math and Science	562-3497	Charlotte Alexander
McGhee	562-3383	Chuck Strong
McLendon Center –Rec Areas Only	562-3899	Liesl Davenport
McLendon Center Meeting Rooms	562-3968	Sharon Self
McLendon Center Computer Lab and Classroom	562-3934	Denise Vannucci
Nursing	562-3283 or 3498	Denise Bynum
Outdoor recreational facilities	562-3354	Don Skelton
Physical Science	562-3407	Robin Robison
Spears Early Childhood Building	562-3392	Alice Camp
Tate Hal	560-5230	Susan Sinquefield
Tech I	562-3361	Delores Jennings
Tech II	562-3372	Jackie Brown
Tech III	562-3888	Josh Buchanan
Tunica	562-3304	Leah Arrington
All Other	562-3968	Sharon Self

**Rental rates/ Fees:** Effective for bookings after Nov. 12, 2015 **All Facilities are Smoke Free**

Classrooms \$25.00 first hour/ \$10.00 each additional hour. Maximum charge \$100.

Coliseum \$2500.00/day Hall of Fame Room \$100/day

Fine Arts Auditorium \$400/day

McLendon: North and South Gyms- \$150, Mtg. Room 222- \$100, Mtg. Room 124- \$100, Mtg. Room 130- \$50

NWCC Farm: Multi-purpose Livestock Arena- Weekends (Fri-Sun) \$200 per day or 10% income whichever is greater. Weekday usage (Mon-Thurs) \$100 per day

Gun Range- \$75 per day

**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 Activities Committee. Additional charges may be assessed for damages if deemed appropriate.