

McDowell Technical Community College

54 College Drive
Marion NC 28752

Phone: 828-652-6021 Fax: 828-652-1014

Facility Use Application

(Rev. 6/11)

Please complete all applicable sections and return this form to the Vice President for Finance and Administration along with a certificate of general liability insurance naming McDowell Technical Community College as additional insured. Please read the "Contractual Obligations" and "Procedures for Requesting Use" printed on the back of this form. If you are not familiar with the College's Facility Use Policy, a copy may be requested from the Vice President for Finance and Administration.

Name of Organization _____ Date _____

Address _____ City _____ State _____ Zip _____

Phone Numbers

Business _____ Home () _____ Fax Number () _____

Responsible Person Requesting Usage: _____ Tax ID Number _____
Title: _____

E-Mail Address (Required): _____

Type of Facilities Requested _____ # of Persons _____

Event / Meeting Date(s) _____ Time: From _____ to _____

Purpose of Event (include brief description of what is expected to happen)

The only Technology need available will be a Data Projector, which can be used for PowerPoint presentations. Microphone/sound system available in auditorium only. We do not provide laptops or any other equipment.

If you need one of the technology needs available please request: _____

I have read, understand, and will comply with the *MTCC Facility Use by outside Organizations* policy.

Signature, Authorized Representative of the Organization

Date

This section to be completed by McDowell Technical Community College

Applicable Fees

Rental Fees _____ day(s)	\$ _____	FEES PAID \$ _____
Custodial _____ hrs	\$ _____	DATE PAID \$ _____
Security _____ hrs	\$ _____	RECEIVED BY _____
Other _____ hrs	\$ _____	
TOTAL FEES	\$ _____	

Other Conditions or Information _____

- Application Approved
 Application Approved Subject to Conditions
 Application NOT Approved

Building(s) Assigned: _____
Room(s) Assigned: _____

(This would be printed on the back of the application.)

Procedures for requesting use:

1. The initial contact with the College should be made to the appropriate Vice President for Finance and Administration by telephone to determine if the desired date and time is available, and to request an *Application for Use of College Facilities*. Upon request, this form may be faxed to the potential User. Tip: Plan ahead and make reservations early.
2. An *Application for Use of College Facilities* should be completed and returned to the Vice President for Finance and Administration.
3. A written reply will be made by the College notifying the applicant of the status of the request for use of facilities.
4. Upon notification of acceptance of the request by the College, a check to cover the charges will be made out to McDowell Technical Community College and sent to the Business Office in advance of the event.

5. Scheduling coordinators are:

<u>Facility Coordinator</u>	<u>Phone number</u>
Vice President for Finance and Administration	(828) 652-0627

6. In the event that the User's facility needs change prior to use of those facilities, a new *Application for Use of College Facilities* must be submitted to the College to reflect the anticipated needs.

Contractual Obligations: (See "Regulations Governing Use of College Facilities" for full information)

- The User agrees to hold McDowell Technical Community College free, harmless, and indemnified from any claims, suits, or causes of action arising from or out of its use of a College facility. The User will be required to present a certificate of general liability insurance naming McDowell Technical Community as additional insured covering the period of the event. Such certificates can be secured from your insurance agent.
- A User shall not sign or transfer its permit to use College facilities to any other person or group without the express written permission of the appropriate College official.
- An agreement to use College facilities may be canceled or amended by either the User or the appropriate College official for good cause provided five days notice is given to the other party. Amendments may be made only by mutual agreement of both parties involved. In addition, refund of the usage fee or any portion thereof, where applicable, will be made at the discretion of the President or his/her designee.
- Violations of any of the College rules and regulations shall be grounds for the suspension of a User's privilege to use school facilities.
- The User shall leave the College premises in a clean, neat, and orderly condition. In the event that College property is damaged, the organization or entity booking usage shall be liable for the damages.
- If the User finds the facility unkempt or not fit for the intended use, he/she should notify the appropriate College personnel prior to the beginning of that use.

The User is responsible for the supervision of the activity (class meeting or event), including the maintenance of order and the safety of the people present.