



1322 Mable Street * Trenton, MO 64683 * 660-359-3948 ext. 1450

This form must be completed and returned NO LATER than 7 days prior to event (excluding weekends and holidays). You may return completed applications to the Ketcham Community Center front desk, or mail them to Ketcham Community Center 1322 Mable Street, Trenton, MO 64683. If you have any questions please call us at 660-359-3948 ext. 1450

Date of Event: _____ Day of Week: _____

Application Name: _____

Group/Organization: _____

Contact Person: _____ Contact #: _____

Billing Address: _____

Approximate Number of Participants: (circle one) 0-25, 25-50, 50-75, 75-100, 100+

Event Information

Start Time: _____ End Time: _____

Purpose/Type of event you need the center for:

1. Is your group a NCMC department or program? YES _____ NO _____ If NO, is the even affiliated with a department within NCMC? YES _____ NO _____ If YES, explain how you are affiliated with NCMC. _____

2. Will food and beverages be served at this event? YES _____ NO _____

3. Will the services of the NCMC concessions be needed? YES _____ NO _____

4. If event cancellation becomes necessary, it is the responsibility of the individual/group to notify the Ketcham Community Center staff no less than 48 hours before the event. Failure to notify NCMC within 48 hours of the scheduled event could result in your loss of payment. INITIAL _____

5. All individuals/groups not affiliated with NCMC must provide NCMC a proof of liability insurance before final approval for the event can be authorized. INITIAL _____

Employee Signature: _____

Rooms Available

_____ Alexander Student Center Lower Level (ASC) (24'x56') (80 people)

_____ Sugg Conference Room (28'x53') (90 people)

Times Available: (8:00 AM-12:00 PM) (12:00 PM-4:00 PM) (4:00 PM-8:00 PM)

4 hours	8 hours	All Day
\$50.00	\$80.00	\$110.00

_____ After hours cover charge \$10.00 per hour per employee.

Equipment Needed

Chairs _____ Tables (_____Round, _____Rectangular) Podium _____

Projector/Computer _____ Microphone _____ Overhead Screen _____

Room set up Description:

Classroom _____ Banquet _____ Theater _____ Conference Style _____

Other: _____

Gym Rental

	8:00 AM-12:00 PM	12:00 PM-4:00 PM	4:00 PM-8:00 PM	TOTAL
Half gym	\$50.00	\$50.00	\$50.00	
Full gym	\$75.00	\$75.00	\$75.00	
Upstairs closed	\$100.00	\$100.00	\$100.00	

Set Up/Clean Up Fee: (includes tables, chairs and flooring)

_____ Half Gym \$150.00 _____ Full Gym \$200.00

Stage: _____(12'x24') = \$50.00 _____(20'x40') = \$100.00

Equipment Needed

Locker Rooms _____ how many _____ Bleachers _____ Volleyball Nets _____ Basketball Goals _____

Floor Covering _____ Scorer's Table _____

Each locker/dressing room is \$25.00 per room per event **Total** _____

NCMC Agreement: I understand that the NCMC campus is a non-smoking facility and adheres to an alcohol-free policy. Therefore, all members of our group will respect the non-smoking/alcohol free policy. I understand that it is necessary to secure adequate supervision that shall consent to remain during the entire event to protect the property of NCMC and the Ketcham Community Center. I will be responsible for any damages. Furthermore, I understand it is the responsibility of my group to obtain and provide a copy of an insurance policy that covers my group/event against any loss, damages or injuries for the entire period my group and its representatives are on college property. NCMC assumes NO responsibility for loss, injury or damage to any spectator or participant.

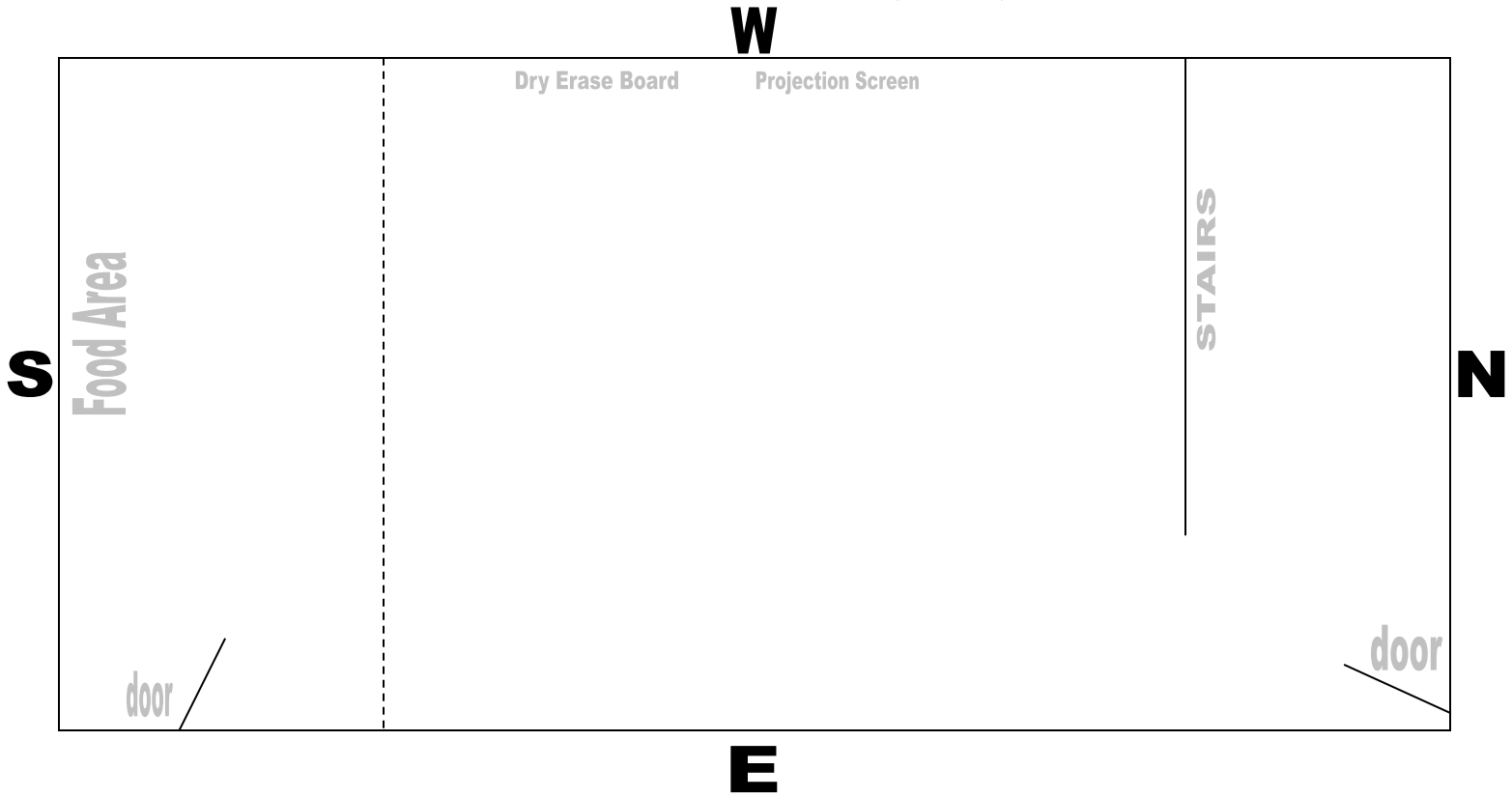
Signature of Responsible Party

Phone Number

Date

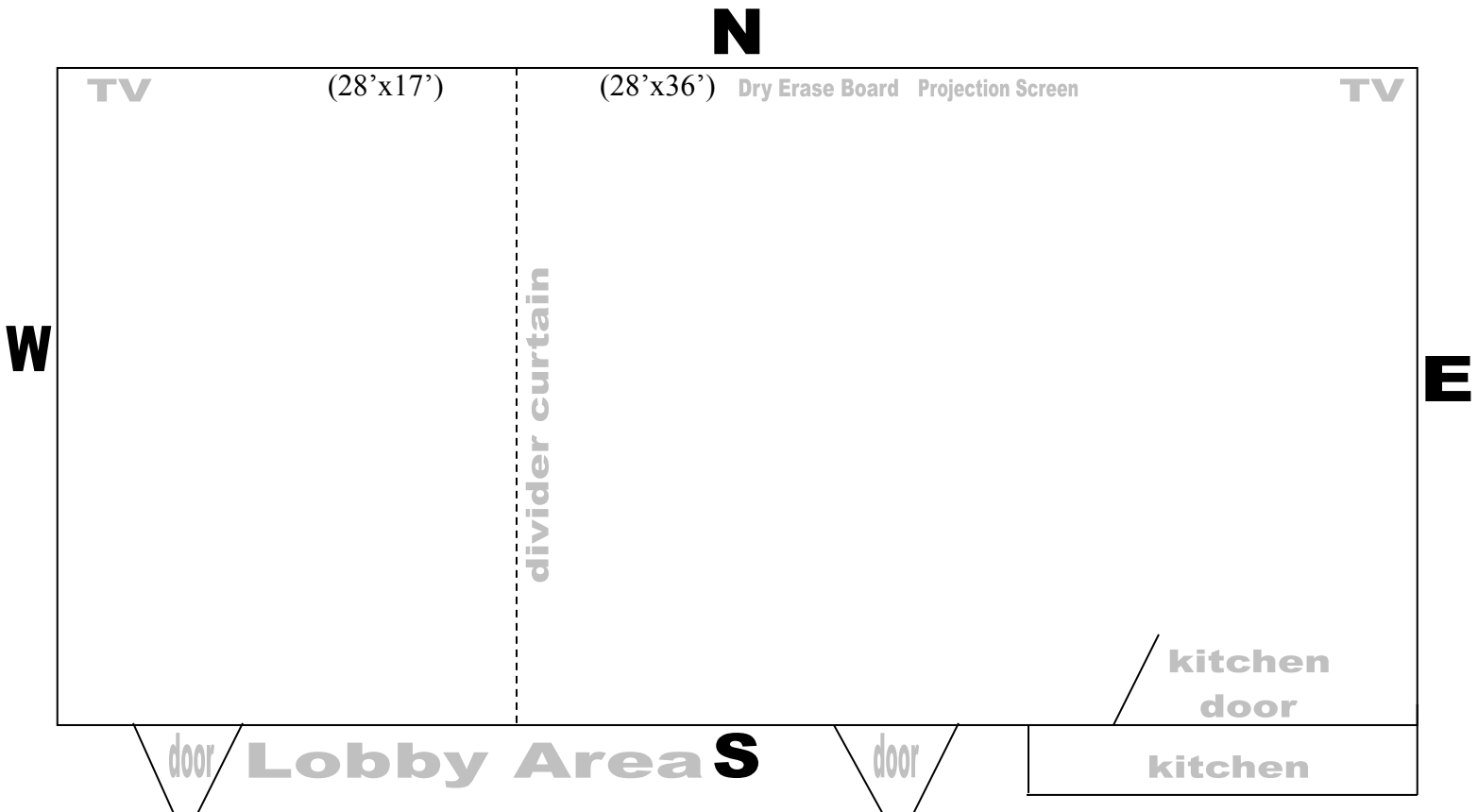
Alexander Student Center Lower Level (ASC)

Total Room Size: 24'x56'



Sugg Conference Room at KCC

Total Room Size: 28'x53'



Gymnasium

E

Bleachers

door

door

North Bleachers

South Bleachers

Curtain

S

Ketcham Center Lobby

Z

door

door

Bleachers

W

