



ACTIVITY / MEETING ROOM REQUEST

REQUESTED BY:	TELEPHONE:	ACTIVITY:
DATE SUBMITTED:	DATE(S) NEEDED:	TIME(S) From: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM NEEDED: To: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM
PARTICIPANTS:	NUMBER TO BE ACCOMMODATED:	
BUILDING:	ROOM(S):	

ROOM ARRANGEMENTS

EQUIPMENT NEEDS

<input type="checkbox"/> Classroom Style <input type="checkbox"/> U-Shape Style <input type="checkbox"/> Round Table Style <input type="checkbox"/> Other Style _____ _____ No. of Tables _____ No. of Chairs <input type="checkbox"/> Registration Table <input type="checkbox"/> Refreshment Table(s) _____	<input type="checkbox"/> Laptop <input type="checkbox"/> Internet Connectivity <input type="checkbox"/> LCD Projector <input type="checkbox"/> TV/DVD/VCR <input type="checkbox"/> Sound System/Podium <input type="checkbox"/> Columns/Lattice Panels <input type="checkbox"/> Other: _____
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FOOD ARRANGEMENTS

MEALS: <i>(The College Food Service Provider must be used for events that involve the serving of food)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No Tablecloths Needed (charge applied)	REFRESHMENTS: <i>(The College Food Service Provider must be used for events that involve the serving of food)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
SERVING TIME: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM	ADDITIONAL NEEDS: <i>(i.e. tablecloths, tables, etc. – additional charge may apply)</i>

EXTERNAL GROUPS – (IF APPLICABLE)

CHARGE INCURRED: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ _____	HOLD HARMLESS AGREEMENT/RELEASE FROM LIABILITY: <input type="checkbox"/> Yes <input type="checkbox"/> No
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AUTHORIZATION

Event Sponsor Representative	_____	DATE: _____
ECCC Representative	_____	DATE: _____

A signed copy of rules/regulations must accompany this request form.

DISTRIBUTION:

President's Office
Executive Vice President
Vice President for Business Operations
Vice President for Public Information

Dean of Student Services
Director of Physical Plant
Dean of Information Technology

Tiffany Elkins
Aladdin Campus Dining



1. The Contracting Organization/Individual assumes responsibility for the preservation of order in the College facility(ies) being utilized. Uniformed Police Officers must be provided, as deemed appropriate by the Vice President for Student Services, for all activities/events by those renting the College facilities. The College may provide this service for an additional fee.
2. All tobacco and electronic cigarettes are prohibited in all College facilities.
3. The Contracting Organization/Individual assumes any and all liability for damage to the facility(ies) being used for an activity/event as well as property damage or loss of College property. Further, the Contracting Organization/Individual agrees to promptly pay, on demand, for any damage(s) or loss of property that occurs before, during, or after the scheduled activity/event.
4. The Contracting Organization/Individual understands that the use of the College's approved food service provider is required for events held on the campus of ECCC that involve the serving of food.
5. The Contracting Organization/Individual hereby accepts responsibility for the enforcement of Mississippi code, Section 67-1-37, sub-section (g), which prohibits the sale or consumption of alcoholic beverages in or on the campus of any public college.
6. The Contracting Organization/Individual hereby accepts total responsibility for the payment of all royalties or other fees which might become due to any third party because of the performance of any drama, musical composition, or other copyrighted work.
7. No permit for use of College facilities will be granted if the purpose or result of such use is personal gain to any individual or individuals or of a political or sectarian nature.
8. Permission to utilize College facilities for an activity/event shall be revocable and shall not be considered as a lease.
9. No pianos, movie or video equipment, scenery or other apparatus are to be moved into a College facility unless special permission is granted.
10. Persons and/or organizations who use their own equipment or properties and which they consider valuable, must remove said equipment immediately after the performance unless special permission is given. The College will not be responsible for any equipment left in the facility(ies).
11. Official College Representatives shall at all times have free access to all parts of the facilities. Representatives reserve the right to revoke any meeting permit should the action be deemed necessary or desirable and in the best interests of ECCC.
12. The college, at its discretion, may require organizations filing an application for use of College facilities to submit details of the program and/or participants. Also, additional regulations specific to the campus/center or College facility(ies) utilized may be attaché to this form and will be considered applicable.
13. Music with lyrics is not allowed over the Public Address system without prior approval from East Central Dean of Athletics.
14. Payment for facility usage must be made within 14 days of the event unless both parties agree upon arrangements prior to the event. Payment for usage is half of collected admission before any expenses are paid for the event by the participating school.

I HEREBY CERTIFY THAT I HAVE READ THE ABOVE RULES AND REGULATIONS AND ACCEPT ALL RESPONSIBILITIES THEREOF.

Authorizing Administrator's Signature

Date



- Auditoriums \$500.00 (No tape, staples, etc. on stage, floor, chairs, or walls)
- Student Activity Center \$100.00
- South Campus Gymnasium \$100.00
- Classrooms \$ 50.00
- East Mall Area \$ 75.00
- Pavilion Dick Livingston Walking Trail \$ 75.00 (No cooking in the pavilion)
- Banquet Rooms \$ 50.00 (If food is served there is no charge for banquet rooms. *(Valley Food Service must be utilized for all food service.)*)

East Central Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or qualified disability in its educational programs and activities, employment practices, or admissions processes. The following offices have been designated to handle inquiries regarding the non-discrimination policies of East Central Community College: Inquiries regarding compliance with Title VI and ADEA are coordinated by the Executive Vice President, Walter Arno Vincent Administration Building, Room 171, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6202, Fax: 601-635-4011, Email: compliance@eccc.edu. Inquiries regarding compliance with Title IX and Section 504 are coordinated by the Dean of Student Services, Eddie M. Smith Student Union Building, Room 101, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6267, Fax: 601-635-6247, Email: compliance@eccc.edu. Inquiries regarding compliance with ADA are coordinated by the Director of Student Success, Mamie Ethel Burton Memorial Library, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6228, Fax: 601-635-2150, Email: compliance@eccc.edu.



RELEASE FROM LIABILITY

I, _____ (the individual) hereby release, waive, and discharge East Central Community College from any and all liability to the individual, or legal representatives, for any and all loss or damage, and any claim or damages resulting from participation in the activity identified below. Further, I, _____ (the individual) hereby release, waive, and discharge East Central Community College from any and all liability related to damage of College property resulting from participation in the activity identified below and hereby agree to be responsible to remedy any damages sustained to College property resulting from participation in the activity identified below.

Witness my signature on this _____ day of _____, 200____.

Signature of Individual

Signature of Witness

Description of Activity: _____

Group Responsible for activity: _____

Date(s) of Activity: _____