



# EAST CENTRAL COMMUNITY COLLEGE

## FACILITY REQUEST

### ACTIVITY / MEETING ROOM REQUEST

|                 |                            |  |
|-----------------|----------------------------|--|
| REQUESTED BY:   | TELEPHONE:                 | ACTIVITY:  |
| DATE SUBMITTED: | DATE(S) NEEDED:            | TIME(S) From: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM<br>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<br><input type="checkbox"/> Round Table Style <input type="checkbox"/> Other Style _____<br>____ No. of Tables      ____ No. of Chairs | <input type="checkbox"/> Laptop <input type="checkbox"/> Internet Connectivity <input type="checkbox"/> LCD Projector<br><input type="checkbox"/> TV/DVD/VCR <input type="checkbox"/> Sound System/Podium<br><input type="checkbox"/> Columns/Lattice Panels <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Registration Table <input type="checkbox"/> Refreshment Table(s) _____  |  |

### FOOD ARRANGEMENTS

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

### EXTERNAL GROUPS – (IF APPLICABLE)

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

### AUTHORIZATION

|                                    |             |
|------------------------------------|-------------|
| Event Sponsor Representative _____ | DATE: _____ |
| ECCC Representative _____          | DATE: _____ |

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

### DISTRIBUTION:

|  |                                       |                                  |
|--|---------------------------------------|----------------------------------|
| President's Office                     | Vice President for Public Information | Ed Girling                       |
| Vice President for Student Services    | Director of Physical Plant            | Aladdin Food Management Services |
| Vice President for Instruction         | Director of Information Technology    |                                  |
| Vice President for Business Operations | Dean of Student Services              |                                  |



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. Smoking is 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 attached to this form and will be considered applicable.

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

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Signature

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Date

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# EAST CENTRAL

COMMUNITY COLLEGE

## CHARGES FOR USE OF COLLEGE FACILITIES

|   |   |
|---|---|
| • Auditoriums<br>floor, chairs, or walls) | \$500.00 (No tape, staples, etc. on stage,  |
| • 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<br>charge for banquet rooms.<br><i>(Aladdin Food Management Services<br/>must be utilized for all food service.</i> |

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 persons have been designated to handle inquiries regarding the non-discrimination policies of East Central Community College: Inquiries regarding compliance with Title VI, ADEA, and Title IX coordinated by Dr. Teresa L. Mackey, Vice President for Instruction, Walter Arno Vincent Administration Building, Room 171, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6202, Fax: 601-635-4011, [tmackey@eccc.edu](mailto:tmackey@eccc.edu). Inquiries regarding compliance with Section 504 and ADA coordinated by Dr. Randall Lee, Vice President of Student Services, Eddie M. Smith Student Union, Room 201, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6375, Fax: 601-635-3247, [rlee@eccc.edu](mailto:rlee@eccc.edu).





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## 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 \_\_\_\_\_, 202\_\_\_\_.

\_\_\_\_\_  
Signature of Individual

\_\_\_\_\_  
Signature of Witness

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Description of Activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Group Responsible for activity: \_\_\_\_\_

Date(s) of Activity: \_\_\_\_\_



**EAST CENTRAL**  
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## **Guidelines for Use of East Central Community College's Huff and Vickers Auditoriums**

- Off-campus organizations reserving East Central Community College's Huff Auditorium or Vickers Fine Arts Center Auditorium for pageants or other events will only have access to the auditorium, stage, lobby, and restroom areas.
- Access to the interior hallway on the bottom floor of the Huff Auditorium Building and/or the first and second floor hallways of adjoining Newton Hall will be granted if requested for such uses as pageant judges and/or pageant contestants.
- Access to any offices, classrooms, or other areas in either the Huff Auditorium Building and/or the adjoining Newton Hall or the Vickers Fine Arts Center is prohibited. **This includes the interior lower hallway of the Huff Auditorium Building and the small conference room adjacent to that hallway.**
- Event setup in Huff Auditorium and Vickers Fine Arts Center Auditorium can only begin on the day and time as approved by the college's facilities arrangements coordinator. Any setup in hallways of either building or Newton Hall cannot begin until after close of business the day of the event if the event is to be held on a weekday or after close of business Friday if the event is to be held on a weekend.
- The lights and sound in the auditoriums will be preset and should not be adjusted. If these are adjusted, ECCC representatives will not be available to address any problems that might arise.
- All children age 12 and under must be under adult supervision at all times.
- A wheelchair lift is available in Newton Hall to provide handicap access to the Huff Auditorium seating area. If access to the chair lift is needed, the organization using Huff Auditorium will need to call Campus Police at 601-527-8939 and an officer will arrive to operate the lift as they are available. Only campus police officers may operate the chair lift. Please note that there are weight and size restrictions to the lift.
- While ECCC campus police officers are on patrol on the campus 24 hours a day, seven days a week, they are not available to provide support during events by off-campus organizations other than their routine campus patrol.