

# McDowell Technical Community College

54 College Drive  
Marion NC 28752

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

## Facility Use Application – External Party

(Rev. 2/08)

Please complete all applicable sections and return this form to the MTCC College Switchboard at the address or fax number above. Some parties may be required to provide 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 at (828) 652-0627.

Name of Organization \_\_\_\_\_ Today's Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Phone Numbers (Required)

Business ( ) \_\_\_\_\_ Home ( ) \_\_\_\_\_ Fax Number ( ) \_\_\_\_\_

Responsible Person Requesting Usage \_\_\_\_\_ Tax ID Number \_\_\_\_\_

Title \_\_\_\_\_ Email Address (Required) \_\_\_\_\_

Type of Facilities Requested \_\_\_\_\_ Number of Persons \_\_\_\_\_

Event / Meeting Date(s) \_\_\_\_\_ Time: From \_\_\_\_\_ to \_\_\_\_\_

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

### Audio-visual Needs:

\_\_\_ Overhead Projector    \_\_\_ VCR & Monitor    \_\_\_ Audio Recorder  
\_\_\_ 16mm Projector    \_\_\_ Slide Projector    \_\_\_ Filmstrip Projector  
\_\_\_ Other \_\_\_\_\_

Technology Needs: \_\_\_\_\_

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	\$ _____	
<b>TOTAL FEES</b>	<b>\$ _____</b>	

Other Conditions or Information \_\_\_\_\_

\_\_\_ Application Approved  
\_\_\_ Application Approved Subject to Conditions  
\_\_\_ Application NOT Approved

Building(s) Assigned: \_\_\_\_\_  
Room(s) Assigned: \_\_\_\_\_

[Printed on the back of the application]

Procedures for external parties requesting use:

1. The initial contact with the College should be made to the switchboard by telephone at (828) 652-6021 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 or email 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.