

# Facility Use Form



## Organization Contact

Name of group or company \_\_\_\_\_

Invoice address \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact name & title \_\_\_\_\_

Contact email address \_\_\_\_\_ Phone number \_\_\_\_\_

Contact signature \_\_\_\_\_ Today's date \_\_\_\_\_

## Room Request

Title of Event \_\_\_\_\_

*Note: Room rentals are not confirmed until a non-refundable \$50 deposit is paid.*

Location	Size	Maximum Capacity	Rental Date(s)	Start Time	End Time	Rate			Room Total
						Half Day Rental	Whole Day Rental	Weekend Whole Day Only	
Auditorium	2758 ft. <sup>2</sup>	175 persons				\$175	\$300	\$500	\$
Executive Conference Room*	933 ft. <sup>2</sup>	37 persons				\$125	\$200	\$360	
Small Conference Room	350 ft. <sup>2</sup>	12 persons				\$75	\$125	Weekdays only	
Classroom 114*	396 ft. <sup>2</sup>	16 persons				\$75	\$125	Weekdays only	
Dining Room*	1228 ft. <sup>2</sup>	76 persons				\$125	\$200	\$360	
						Mealtime only: \$50			
<b>Additional fees</b> <i>(see next page for coffee, beverages, and/or weekend rental assistance:)</i>									
<b>Total rental fees:</b>									\$
<i>Less payments made: (\$50 non-refundable deposit due at booking)</i>									
<b>Total remaining due:</b>									\$

\*can be set up with laptops

**\*This agreement may serve as an invoice.**

## Room Set- Up: Equipment Requirements

Laptop computers \_\_\_\_\_ Microphones \_\_\_\_\_  
*Auditorium, Dining Room and Executive Conference only*

USB Presenter \_\_\_\_\_ Chart Stands \_\_\_\_\_ Registration tables \_\_\_\_\_

Extra Tables: \_\_\_\_\_ Extra Chairs: \_\_\_\_\_

## Room Set-Up: Beverage Service

How many will attend the event? \_\_\_\_\_ Coffee Service:  Yes  No

Do you plan to have a catered meal?  Yes  No

*Please provide catering details to front desk staff on day of event so that deliveries may be directed to the correct location.*

### Coffee service rates:

\$1.00 per person for up to 10 people.

Add \$5.50 for each additional 10 people (or \$.55 per person).

### Canned Beverages:

\$.50 per person. (Sodas, diet sodas and waters to be invoiced after event.)

Please share any other relevant event details: \_\_\_\_\_

## Weekend Rental Services and Fees:

**NOTE:** Weekend and/or after hour events will need a pre-event phone call and/or building walk through to discuss set up and technology requests prior to day of rental. Weekend events are charged a prime rate to include additional facility operation expenses. After hours includes events starting after 4:00pm Monday through Friday.

### Please complete and return to:

#### Woodall Center:

#### Attn: Rentals

906 Sullivan Drive

Hattiesburg, MS 39401

[workforce@prcc.edu](mailto:workforce@prcc.edu)

601 554-4646

**\*\*Updated: May 2019**

#### Internal use only:

\_\_\_\_ Room available and added to facilities calendar      \_\_\_\_ Deposit received      \_\_\_\_ Public Safety notified

\_\_\_\_ Equipment set-up & beverage service ordered      \_\_\_\_ Signed rental policy form received

- Alcohol, tobacco, and firearms are prohibited on Pearl River Community College property.
- Please notify PRCC Woodall Staff if you are having training materials shipped to this facility or if you are planning to drop off materials prior to your event.
- Technical support is not available after hours or on weekends, therefore please make an appointment prior to your event to evaluate your technology needs and request any necessary support. All technology equipment requests should be made on the attached “Facility Use Form”.
- Refrain from attaching anything to walls or furniture using tape, thumbtacks or nails.
- All facility spaces must remain undamaged and be cleaned of any trash or training supplies by the end of your approved period of usage. Any damages occurring during your rental period will be invoiced to your organization at the cost of repair and replacement in addition to a minimum \$150 facilities damage fee.
- Room cancellations must be made at least 24 hours in advance of any scheduled event. Organizations will still be charged for any room rental reservations that are not cancelled according to this policy.
- Any exceptions to the billing rates outlined on the “Facility Use Form” or to other areas of this rental agreement must be approved in writing prior to your scheduled event by Terri Clark, Dean of Workforce and Community Education. Private events/parties are outside the scope of training and industry services.
- Any security issues must be reported immediately to:
  - Campus Police at 601-270-3974 or 601-554-5513. (Weekdays before 9pm)
  - Campus Security at 601-408-4811. (Weekends, Weeknights after 9pm, Holidays)
- **Facility Rentals are not BOOKED until room availability is confirmed, deposit is secured, and a confirmation email has been sent by Woodall staff.**
- All remaining fees are due on or before your event date. If weekend rental, fee is due Friday before event.
- If you have a disability that qualifies under the Americans with Disabilities Act and you require special assistance or accommodations, you should contact the designated coordinator for your campus for information on appropriate guidelines and procedures: Poplarville Campus, Tonia Moody Seal at 601-403-1060 or tmoody@prcc.edu; Forrest County Center, Abby Goldblatt at 601-554-4686 or agoldblatt@prcc.edu; Hancock Center, Raymunda Barnes at 228-252-7000 or rbarnes@prcc.edu. eLearning – Online students who require special assistance, accommodations, and/or need for alternate format should contact Tonia Moody Seal at tmoody@prcc.edu.

Please enjoy your visit to Pearl River Community College, and let us know how we may serve your additional training and educational needs.

Contact signature \_\_\_\_\_ Today’s date \_\_\_\_\_

Printed contact name & title \_\_\_\_\_