



# MINERAL AREA COLLEGE

## APPLICATION FOR ROOM OR SPACE RESERVATION

Please complete the form, save it and email it as an attachment to the appropriate Room Coordinator:

For ITC Rooms, Private Dining Room or Rice Lecture Hall: [Student Services Representative](#)

For Technology/Computer Room Reservations: [Student Services Representative](#)

Fine Arts Theater reservations are made by separate arrangement through the [Theater Coordinator](#).

Bob Sechrest Field House reservations are made by separate arrangement through the [Athletic Director](#).

### APPLICANT INFORMATION

Name and address Organization/Group/Department: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Please check:    MAC-Sponsored Event    Civic/Charitable/Nonprofit    Business/Commercial Groups

### EVENT INFORMATION

Event Name: \_\_\_\_\_ Event Date\*: \_\_\_\_\_ # Participants: \_\_\_\_\_

Arrival/Set-Up Time: \_\_\_\_\_ Event Hours: \_\_\_\_\_ Departure: \_\_\_\_\_

Are Participants charged a fee?    Yes    No    Amount of fee: \_\_\_\_\_

Will refreshments or a meal be available?\*    Yes    No

**\*NOTE: Space cannot be guaranteed more than six months in advance.** No food or drink is allowed in computer classrooms. No alcohol is permitted on campus. Trash removal is required (dumpster located by the Baseball Field). A \$20 fee will be charged if trash is not removed. If a catering service will be used, American Food and Vending on the MAC Campus must be allowed to bid on the job before another caterer can be used.

### SPACE REQUESTED

#### Classrooms:

- ITC Classroom (seats 24)
- Library Rooms (seats 24)
- Arts & Sciences Rooms (24)

#### Meeting Spaces:

- ITC Innovation Lab (300)
- Rice Lecture Hall A (72)
- Rice Lecture Hall B (72)
- Private Dining Room (32)

**Outdoor Space** (list exact space requested): \_\_\_\_\_

**ADDITIONAL EVENT ASSISTANCE REQUESTS**

Please refer to the Fee Schedule on page 4 for applicable costs associated with the following services.

Room/Event Set-Up Requested

Audio/Visual Technician

Custodial Services (required for groups of 200+)

Security (required for groups of 150+)

Require A/V or sound equipment beyond what exists in the room\*. List need here:

\_\_\_\_\_ Projector/Screen      \_\_\_\_\_ Hand-held Microphone      \_\_\_\_\_ Podium w/Mic  
\_\_\_\_\_ Laptop      Other: \_\_\_\_\_

**\*Note:** Additional equipment may not be available. User will be billed for any lost or damaged equipment.

**APPLICATION AGREEMENT**

The applicant hereby: Will observe all regulations of the College, including the Facility Use Guidelines outlined on page 3; will promptly pay all fees; will exercise the utmost care in the use of College premises and property; will make good any damages arising from the applicant’s use of said property. The applicant agrees to indemnify the College and hold the College harmless from any and all liability, damage, loss, claims, actions, causes of action, cost, or expenses including counsel fees occasioned by or arising out of the applicant’s use of the College facilities including but not limited to any claim, damage, loss, action, cost or expenses incurred or claimed to have been incurred through this usage, by any person connected or associated with the applicant including employees, agents, customers, guests, or members. The applicant agrees to defend any claim or action at its own expense that is brought against the College arising out of the use of the College facilities by the applicant. The College shall cooperate with the applicant in said defenses, or at its election, the College may assume such defenses at the expense of the College.

The applicant understands that, for public necessity or emergency, the College may terminate this agreement at any time with full refund to the applicant.

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Facility Use Guidelines

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The person who completes the application for room or space reservation must be in attendance at the event and is responsible for ensuring that the event and participants adhere to the following Facility Use Guidelines.

1. **Alcohol, drugs, tobacco and weapons:**
  - a. Possession or consumption of tobacco or narcotics are prohibited on campus in any form. Possession or consumption of alcohol is prohibited on campus, unless prior approval is granted through policy 2.21. This includes the interior of all buildings as well as all exterior spaces and grounds throughout the Mineral Area College (MAC) campus.
  - b. MAC prohibits the possession of any weapon on campus. A weapon is defined as a firearm, knives with a blade of 3.5 inches or greater, dirk, sword, bob or any substance or device designed or intended to inflict harm. Authorized law enforcement officers are not subject to this regulation.
2. **Parking** is limited to the designated "Student Parking Lots". Campus guests may not park in any faculty lot, unless access to Handicap Parking Spaces is required. Any illegally parked vehicle could be ticketed or towed at the owner's expense.
3. **Catering:** Users who intend to hire a catering service must first offer the job to American Food and Vending (AFV) on the MAC Campus. AFV is under contract with MAC, and they must be offered the opportunity to provide services. All caterers and/or the user must clean, dispose of trash and remove equipment after the event. A dumpster is available next to the Baseball Field. An additional \$25 Custodial Fee may be charged to groups for cleanup following catered events.
4. **Decorations:** Any device capable of producing an open flame, including candles, is prohibited. Decoration may not be suspended from ceilings, light fixtures or curtains. Any object that may puncture walls, woodwork, tables, chairs or staging is prohibited, including staples, nails and tacks. Confetti and glitter are prohibited.
5. **Furniture, Technology and Equipment Placement/Use:**
  - a. Users of College facilities may not remove or displace equipment or apparatus.
  - b. Furniture must be relocated to its original placement before leaving the building.
  - c. Equipment may not be brought onto College grounds and connected to the electrical service without the prior consent from the person booking the room. The College does not lend or otherwise provide electrical extension cords, hand tools, ladders, etc. Equipment provided by the user must be removed from the College promptly following the scheduled event so as not to interfere with College activities.
  - d. Computer equipment may not be connected to or make use of the campus network without the prior consent. Should special connection and/or configuration of computer equipment be required, the user must schedule the work to be done by a member of the Computer Information Services Department. Users should provide their own power strips, cables, network cards, etc.
6. **Signage:**
  - a. No College-related signs, banners, posters, etc. may be removed from any walls or ceilings anywhere at any time, even if the intent is to replace them following the event.
  - b. No signs or other publicity materials will be permitted to be posted anywhere on campus without the specific approval from the Dean of Student Affairs. In the event signage is permitted, its prompt removal following the event will be the responsibility of the sponsoring organization.
  - c. The College's name and/or logo shall not appear in any advertising or promotional materials, without specific approval from the Director of Communications.
7. **Participants and activities must be contained within the room/space reserved** and shall not obstruct the sidewalks, entries, hallways, elevators or entrances to restrooms or other public utilities.
8. **Youth or children's groups** must be supervised by responsible adults at all times.
9. **First Aid** services, if needed, are the responsibility of the user.

# Mineral Area College FACILITY USE FEES

## Group Descriptions

Group A. Mineral Area College (MAC) Sponsored Group: No Charge

Includes all MAC instructional activities, extra-curricular, and co-curricular activities solely sponsored or in partnership with other organizations. Also includes any group whose ultimate profit and income returns to MAC either directly or in the form of gifts to be used by MAC students.

Group B. MAC Taxing District Civic Organizations/Non-profit/Charitable Activities

Group C. Business and Commercial Groups

Facility Use Fee	USE RATES			FULL-DAY USE	
	# Hours*	Group B	Group C	Group B	Group C
ITC Innovation Bay #527	Per Hour	\$75	\$100	\$525	\$700
ITC Classroom	0-5 hrs	\$50	\$75	\$100	\$150
Private Dining Room: Sechrest Field House	0-5 hrs	\$50	\$75	\$100	\$150
Standard Classroom	0-5 hrs	\$50	\$75	\$100	\$150
Rice Lecture Hall A or B	0-5 hrs	\$50	\$75	\$150	\$200
Bob Sechrest Field House	0-4 hrs	\$25	\$50	\$50	\$100
Fine Arts Theater	0-5 hrs	\$375	\$500	\	\
Theater use 6+ hours is flat 5-hour rate plus:		\$125/hr	\$200/hr	\	\
Outdoor spaces may be utilized by non-profit organizations on a case-by-case basis. The administration may elect to levy fees for extra security, maintenance, and A/V equipment/technicians if required.					
Additional Fees and Costs (B & C Only)	# Hours	x Rate	x # of Techs/Guards		
Custodial Technician throughout Event (1 required for groups of 200+)	Total Event Hours	\$25.00			
A/V Technician on Request	# Hours Requested	\$35.00			
Light/Sound Tech on Request	# Hours Requested	\$35.00			
Security throughout Event (1 required for groups of 150 attendees; 2 required for 300+)	Total Event Hours	\$25.00 Per Officer			
Event Set-Up	\$1 per Chair	\$5 per Table			
Certificate of Liability or Event Insurance:	Organization must procure and present a copy of insurance a minimum of 14 days prior to the event.				

\*Mineral Area College reserves the right to negotiate rates for recurring meetings.

Edited 01/19/24