

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	
Auditorium	2758 ft. ²	175 persons				\$175	\$250	\$
Executive Conference Room*	933 ft. ²	37 persons				\$125	\$180	
Small Conference Room	350 ft. ²	12 persons				\$75	\$110	
Classroom 114*	396 ft. ²	16 persons				\$75	\$110	
Dining Room*	1228 ft. ²	76 persons				\$125	\$180	
						Mealtime only: \$50		
Additional fees <i>(see next page for coffee, beverages, and/or weekend rental assistance:)</i>								
Total rental fees:								\$
<i>Less payments made:</i> <i>(\$50 non-refundable deposit due at booking)</i>								
Total remaining due:								\$

*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: To include beverages (sodas, coffee, or water) and/or on-site technical assistance for weekend or after hours rentals, an additional \$100 staffing fee will be included in your rental for each 4 hour period where these services are required. 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. 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

601 554-4646

****Updated: November 2018**

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

Rental Policy Form

By signing this form you are agreeing as an individual and on behalf of your organization to the following terms of use:

- 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.

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 _____