

# MANCHESTER COMMUNITY COLLEGE

## Facility Use Request Form

Please complete this form and return to the Workforce Development Center by fax, mail or in-person.  
Please note that rooms and services are assigned on a first come, first-served basis.

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Affiliated with the college or faculty:  No  Yes

(with whom and how) \_\_\_\_\_

**Start** Date: \_\_\_\_\_ Time: \_\_\_\_\_

**End** Date: \_\_\_\_\_ Time: \_\_\_\_\_

Day(s) of the Week: \_\_\_\_\_

Number of People: \_\_\_\_\_

Description of the Event: (Please be specific.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If a change should occur with your request, please notify the Workforce Development Center at (603) 668-6706 ext. 369.

**Insurance:** The tenant shall provide an insurance certificate, naming **MCC** as an additional insured. Comprehensive general liability insurance against all bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per incident shall be included.

**Cancellation Policy:** Tenants are fully charged at 100% if the cancellation occurs in five (5) or fewer business days prior to the rental. If the college is closed due to weather or another act of nature, then the rental will be rescheduled at the earliest convenience of the college and renter.

Reference this Event Number: \_\_\_\_\_

You have been assigned the following room(s):

\_\_\_\_\_

### Facilities & Rates

**Regular rental hours** are Monday - Friday 8 am to 4 pm. If you plan to rent rooms and/or services **after hours** (Monday - Friday after 4 pm or Saturday 8 am - 6 pm), you will incur additional maintenance and security fees. Facilities are not available on Sunday.

**Full-day** room rental includes approximately 8 hours of use.

**Half-day** room rentals are about 4 hours. Minimum rental for a room is a half-day, unless listed by an hourly rate.

#### Rooms:

- |   |                              |
|---|------------------------------|
| <input type="checkbox"/> Classroom  | \$120/day or \$75/half       |
| <input type="checkbox"/> Lecture Hall/Auditorium  | \$400/day or \$250/half      |
| <input type="checkbox"/> Conference Room  | \$35/hour                    |
| <input type="checkbox"/> Computer Lab   | \$400/day or \$250/half      |
| <input type="checkbox"/> Cafeteria  | \$60/hour (after hours only) |
| Catering is available through Tidewater Catering Group for an additional fee. See below for more information. |                              |
| <input type="checkbox"/> Grounds/Athletic Fields  | \$200/day or \$125/half      |

#### Services:

- |   |                             |
|---|-----------------------------|
| <input type="checkbox"/> AV Equipment                                   | \$20/day per piece          |
| _____   |                             |
| _____   |                             |
| _____   |                             |
| <input type="checkbox"/> Videoconferencing (includes technical support) | \$100/hour                  |
|   | \$75/hour for non-profits   |
| <input type="checkbox"/> Maintenance & Setup *                          | \$22/hour M - F 8 am - 4 pm |
|   | \$30/hour after hours       |
| <input type="checkbox"/> Security *                                     | \$26/hour M - F 8 am - 4 pm |
|   | \$40/hour after hours       |



Catering is available through Tidewater Catering Group. Call (603) 668-6111 or visit [www.tidewatercatering.com](http://www.tidewatercatering.com).

\* Minimum four (4) hours when renting after hours. Some exceptions apply. Please call the Workforce Development Center for more information.