

# Off Campus Event

## Reservation Form

*BCR, Alumni Hall, Jennings Courtyard, Quad & Piazza*

**Event:** \_\_\_\_\_ **Event Date(s):** \_\_\_\_\_

**Sponsoring Organization:** \_\_\_\_\_ **Contact:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**ROOM(S) REQUESTED\*:** \_\_\_\_\_

1.	_____	_____	_____	_____	_____
	Date	Purpose	Time Reserved	Event Start Time	# in attendance
2.	_____	_____	_____	_____	_____
	Date	Purpose	Time Reserved	Event Start Time	# in attendance
3.	_____	_____	_____	_____	_____
	Date	Purpose	Time Reserved	Event Start Time	# in attendance

**SET UP:** Please describe in detail how many and in what arrangement you would like tables, chairs, or other equipment. If possible, draw a diagram on a separate sheet of paper.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FOOD:** Does your event involve food: \_\_\_\_\_ Yes\*\* \_\_\_\_\_ No

\*\* Please note that all arrangements for food service in the B. C. Rogers Student Center must be made through Campus Dining, Inc. Contact Mike Prince - email: [prince00@mc.edu](mailto:prince00@mc.edu), office: 601-925-7797.

**A/V Equipment:** Microphones, piano, and video projectors may be available. Please specify the type of a/v equipment you will need and the exact times it will be needed. Use of equipment is subject to availability. There may be charges for AV Student Worker and Projection. For Scheduling contact our Audio Visual Production Manager. Email: [audiovisual@mc.edu](mailto:audiovisual@mc.edu).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Internet Access Needed:** \_\_\_\_\_ Yes \_\_\_\_\_ No

**Assessed Fee Total = \$** \_\_\_\_\_

Room Rental: \_\_\_\_\_ Damage/Cancellation: \_\_\_\_\_ Cleaning Fee: \_\_\_\_\_  
Stage Rental: \_\_\_\_\_ Sound Equip./Operator: \_\_\_\_\_ Video Equip.: \_\_\_\_\_

I have read the rules and agree to abide by all guidelines for use of BCR.

**Signed:** \_\_\_\_\_  
Signature Date

**\*For Office Use Only** D/C Fee Rec'd (date): \_\_\_\_\_ Returned (date): \_\_\_\_\_ RR/S Fees Rec'd: \_\_\_\_\_ Returned (date): \_\_\_\_\_

## **Reservation Policies**

MC facilities exist for Mississippi College sponsored or co-sponsored events. However, events not sponsored by Mississippi College may be held in these facilities when conflicts do not arise with college events. Decisions about which events may be approved are made by the Director of Events Services and/or by the Vice President of Administration. (Events are subjected to being bumped by college activities-decided by President.)

Facilities are reserved through the Director of Event Services using the attached form. This form must be completed and returned no later than 2 weeks prior to event. Mail to **Box 4077, Clinton, MS 39058** or in person to the Office of Event Services in the BCR Student Center between the hours of 8:00am - 4:30pm **along with the damage deposit/cancellation fee** before the room can be officially reserved. Rooms may be tentatively reserved for 30 days; however, if reservation forms and fees are not received after 30 days, reservations will be cancelled. Contact the Office of Event Services for reservations and information at **(601) 925-7604** – Fax **(601) 925-7716** or email, [Lhoffman@mc.edu](mailto:Lhoffman@mc.edu) .

## **Guidelines**

- Mississippi College is affiliated with the Mississippi Baptist Convention and governed by a Board of Trustees selected by the Mississippi Baptist Convention and is operated within the Christian aims and ideals of Baptists. As a religiously controlled institution of higher education, Mississippi College reserves the right to limit use of its facilities for activities, groups and purposes consistent with its mission and values.
- The sponsor of an activity is responsible for seeing that the function is conducted in an orderly manner, that each participant observes the rules and regulations of the College, and that the facility is put back in order after the event has ended. The sponsor of an event will be charged for any loss or damage to equipment, furniture, or the physical facility that exceeds the damage deposit.
- Anyone who uses a facility of the College without proper authorization is subject to immediate removal.
- Nothing is allowed to be taped/posted on walls, doors, columns, partitioned walls, etc.
- Furniture, partitioned walls and equipment may be moved only by the physical plant staff. No one else should attempt to do it themselves.
- No alcoholic beverages may be served and smoking is not permitted on the campus or inside buildings.
- Noise should be kept at appropriate levels.
- Dancing is allowed in facilities by permission only.
- Candles are not allowed to be used in the facilities.
- Groups using Mississippi College facilities for events must utilize the officially approved graphics standards and logos for event publicity, registration, etc. The standards are found at [www.mc.edu/identity](http://www.mc.edu/identity). Questions should be directed to the Office of Public Relations.

## Room Rental Fees

- Rental fees will be charged for all events.
- **Rental fees must be paid in full one month prior** to the scheduled event for which the room is reserved. If scheduling of an event occurs in the same month in which an event is to take place all fees must be paid on the date of reservation – no exceptions.
- Set-up charges are normally included in the rental fees. However, additional fees may be charged if special set-up or equipment is required. Outside events require extra charges. You must have a rain plan in place. Charges will be assessed for both areas.
- Cleaning fees are assessed according to event and room (\$50- \$100).
- Damage Deposit/Cancellation Fee is due with reservation.
- Sit-down dinners are charged based on the menu selected and the number eating and are handled directly through Campus Dining. (See Food Service below.)
- If warranted, Mississippi College reserves the right to cancel events due to extreme circumstances. Such decisions will be made by the President.

Damage/cancellation deposits and rental fees should be paid by cash, check, or money order only. No room may be officially reserved unless a deposit has been paid. This fee is non-refundable if the reservation is canceled. If there are no damages to the room after the event, the damage/ cancellation deposit will be refunded (less any additional cleaning necessary as a result of the event).

## Facilities Available

The rental fees and damage deposit/cancellation fee for use of BC Rogers Student Center Rooms and Alumni Hall are as follows:

Room	Rental Fee	Cancellation Fee/ Damage
Entire 2nd Floor BCR	\$2,000/day	\$500
Grand Hall (AH East and West)	\$1,000/day	\$300
Anderson Hall East or West*	\$500/day	\$150
President's Dining Room B	\$300/day	\$100
Board Meeting Room	\$300/day	\$100
East/West Room I or II	\$200/day	\$50
Meeting Room A or B	\$200/day	\$100
Alumni Gym	\$300/day	\$100
Jennings Courtyard	\$400/day	\$200
Piazza	\$300/day	\$150
Quad	\$300/day	\$150

\* If reserving either of Anderson Hall East or West Rooms, understand that the other side could be booked for a simultaneous event.

<sup>1</sup> Sound Equipment use is subject to availability

## **Available Options**

**AUDIO/VISUAL EQUIPMENT:** A sound system including ceiling speakers, microphones and Podiums. A baby grand piano is available for use in Anderson Hall.

This piano is tuned twice a year. If necessary and sufficient time is available, unscheduled piano tuning can be accommodated per request for an additional charge of \$75.

A video system including 2 projectors, 2 screens and a blu-ray player is available. The video system is capable of utilizing composite, component, s-video or 15 pin inputs. This system is available by the hour or the day, whichever is necessary. The fee is \$75 per hour/per projector or \$500 per day/per projector.

No audio/visual equipment is available for Alumni Hall, Jennings Courtyard, Piazza or the Quad.

Please indicate what type of equipment you will need on the reservation form. Any sound equipment that will be rented from off campus sources by patrons for use in BCR must be specified prior to the date of the event. This information should be noted on reservation forms. *Any* equipment (including audiovisual equipment) rented from off campus sources that is used in conjunction with a scheduled event at Mississippi College is not the responsibility of Mississippi College or its affiliates.

**PODIUM:** A tabletop podiums or full podiums are available for use. Also, projection screens are available for use in Anderson Hall East or West. Please indicate on the reservation form if you would like these services.

**STAGING:** is available for use in Anderson Hall. However, additional fees will be charged for rental and set-up of staging. The stage can be configured in many different ways. Stage Rental Fees are as follows:

Size	Dimensions	Rental Fee
Each piece	4' x 8' section	\$20
Heights	1', 2' or 3'	

## **Food Service**

For events scheduled in BC Rogers Student Center, Campus Dining (Mississippi College's food service provider) is under contract to provide any and all food or drinks needed. Contact Mike Prince @ 601-925-7797 for menus and prices.

Currently, food may be brought in by an outside source ONLY FOR EVENTS IN: Alumni Hall, Jennings, Piazza, and Quad.