

## SWOR AUDITORIUM RESERVATION FORM GENERAL INFORMATION

An approved event will be placed on the Swor calendar based on availability. Off-campus groups must have approval of the Vice President for Administration.

Last minute requests for changes in times or set-up **will not** be possible. Return completed form to **Office of Event Services, Box 4077, Clinton, MS 39058, at least two weeks in advance**. Contact: Laura Ann Hoffman, phone: 601-925-7604, email: [Lhoffman@mc.edu](mailto:Lhoffman@mc.edu), fax: 601-925-7716

Off-campus groups seeking to schedule use of Swor Auditorium will be required to have an on-campus contact person who will be responsible for campus coordination of your event. The Vice President for Administration (Business Affairs) will give approval for off-campus use as well as determining the **reservation fee (\$750 per day)**. Damage/Cancellation Deposit of \$375 is required for all off-campus groups (refunded after event). This fee is non-refundable if the reservation is canceled.

Name of Event	Date of Event	On Campus Contact
Contact Person	Telephone	Address
E-mail Address _____		

**DATE & TIME AUDITORIUM REQUESTED:** (Include set-up, rehearsal, event, and take-down. Specify **USE** for each date, i.e., rehearsal, event, etc.)

Date	Use	to	Event Starting Time:	
Date	Use	to	Event Starting Time:	
Date	Use	to	Event Starting Time:	
Date	Use	to	Event Starting Time:	

**ITEMS NEEDED FOR STAGE: Date(s) & Time for Stage/Lobby Set-up:** \_\_\_\_\_  
**Take-Down Date/Time:** \_\_\_\_\_

Chairs (specify type and no.) _____	*Concert Grand Piano	_____ Yes	_____ No
Tables (specify size and no.) _____	*Banner Displayed	_____ Yes	_____ No
*Podium _____ Yes _____ No	*Staging (4' x 8' sections) _____ Yes _____ No	( _____ Sections Needed)	
Dressing Room(s) _____ Yes _____ No	*Risers (if available) _____ Yes _____ No		
*Acoustical Shells _____ Yes _____ No	Other (specify) _____		

\*Can only be handled by Physical Plant/Housekeeping.

**ITEMS NEEDED FOR LOBBY:** (Please be specific)

Chairs (specify type and no.) \_\_\_\_\_

Tables (specify size and no.) \_\_\_\_\_

Other (specify) \_\_\_\_\_

**\*\*If set-up is to be handled by Physical Plant/Housekeeping, include diagram of set-up desired on back of this page.\*\***

**SOUND/LIGHTING REQUIREMENTS:** The sound/lighting system in Swor Auditorium can only be operated by trained sound technicians designated by Mississippi College. A \$12.00 per hour fee for this service will be charged directly to your group. Prior arrangements **must** be made for sound/lighting. Please indicate below if you will need this service. If so, you will be contacted by the Audio/Visual Production Manager for your specific needs.

\_\_\_\_ We will need a sound tech. \_\_\_\_ We will need a lighting tech. \_\_\_\_ We will **not** need a sound tech. \_\_\_\_ We will **not** need a lighting

There is a charge for services of Physical Plant and Housekeeping. Housekeeping cleans after each event. Should additional clean-up be necessary due to neglect of the facilities, you will be billed after your event. A student worker will be in Swor during all events and rehearsals. You will be charged \$12.00 per hour for this service regardless of sound and light needs. I have read the above, provided information as requested, and agree to abide by all guidelines for use of Swor Auditorium. **For on Campus Groups**, please indicate the account number to which these services are to be charged. Account Number: \_\_\_\_\_

Fund      Organization      Account      Program

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

Signed: \_\_\_\_\_

**\*\*Office Use Only**

D/C/C/ fee rec'd \_\_\_\_\_ Amt. \_\_\_\_\_ Date \_\_\_\_\_

D/C/C/ \_\_\_\_\_ Returned \_\_\_\_\_

RR/S Fee Rec'd \_\_\_\_\_ Amt. \_\_\_\_\_ Date \_\_\_\_\_

## Reservation Policies

Swor Auditorium exists for the main purpose of use during Mississippi College sponsored or co-sponsored events. However, events not sponsored by Mississippi College may be held in this facility when conflicts do not arise with college events. Decisions about which events may be approved to use the Facilities are made by the Office of Event Services and/or by the Vice President of Administration. (Events are subjected to being bumped by college activities)

The facilities are reserved through the Office of Event Services using the attached form. This form must be completed and returned to **Box 4077, Clinton, MS 39058**, or in person to the Director of Event Services in the BCR Student Center between the hours of 8:00am - 4:30pm **along with the damage deposit/cancellation fee** (cash, check, or money order only) 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. The phone number for reservations and information is **(601) 925-7604 – Fax (601) 925-7716**. Rooms must be reserved at least two weeks prior to the event and no earlier than six months prior to the event. Tentative dates may be given to individuals wishing to reserve more than one year prior to the event; however, the College is not bound in any way to honor tentative dates.

## Rental Fees

- Rental fees **must** be paid in full one month prior to the scheduled event for which the Auditorium 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**.
- Cleaning fees are assessed according to event (\$50.00 - \$100.00)
- Damage Deposit/Cancellation Fee is due with reservation
- If warranted, Mississippi College reserves the right to cancel events due to extreme circumstances. Such decisions will be made by the President.

**Damage Deposits/Cancellation Fees and Rental Fees should be paid by Cash, Check, or Money Order only.** Auditorium is not officially reserved unless this deposit has been paid. This fee is non-refundable if the reservation is canceled. However, as long as there are no damages to the Auditorium when the event has finished, this Damage Deposit/Cancellation Fee will be refunded (less cleaning fee).

## Equipment Available

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 Swor 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.

A full podium is available for use. A Rear Projection Screen, Projector and other audio visual needs are subject to rental fees. Electrical outlets and wireless internet is available, but groups must furnish the necessary equipment themselves.

Staging is available for use in Swor. However, additional fees will be charged for rental and set-up of staging.

## **Guidelines for Facility Use**

- 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.
- 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.
- The organization using the facility 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 organization will be charged for any loss or damage to equipment, furniture, or the physical facility that exceeds the damage deposit.
- Children are not allowed to run in hallways or to be left unattended.
- Nothing is allowed to be taped or posted on walls, doors or windows.
- Furniture and equipment may be moved only by the physical plant staff.
- Food or drink is not allowed in the auditorium.
- Candles are not allowed to be used in the facilities.
- Anyone who uses a facility of the College without proper authorization is subject to immediate removal.

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

Signed: \_\_\_\_\_

Stage Right\*

Stage Left\*

Front of Stage

### **Seating Area**

**Indicate by rough sketch the placement and number of chairs and tables, podium, piano, microphones, etc. that you will need. This is very important if you want the stage to be set-up properly.**

**\*Determined as if you were on stage looking out into the auditorium.**

**\*\* Rehearsals and Events should not run over 12:00 am.**