# Mississippi College Flowood Center
## Reservation Form

**Sponsoring Organization or Company:**_____

**Mailing Address:** _____

**Name of Contact Person:** _____**Telephone:**_____

**E-mail** _____

**Date (s) you will hold your event** _____

**Time you will need access to the facility: From** _____ **a.m./p.m. to** _____**a.m./p.m.**

**How many participants (limit 25 per room)?** ___. **How many rooms?** ____. **Flipchart?** ____

**All rooms are equipped with:**
1. Tables
2. Chairs
3. Desktop Computer (Microsoft® *Office* Loaded) and remote clicker.
4. Ceiling Projector (different configuration in CIV classroom)
5. Speakers
6. White board and black markers.
7. Retractable projection screen
8. Lectern

### General layout



### Sketch your set up needs.

**Additional Equipment**
A flipchart and markers are available for use at an additional cost of $20.00 per flip chart. Please indicate on your reservation form if you will require the flip chart.

**CIV**
The MC Flowood Center also hosts a Compressed Interactive Video (CIV) classroom which is suitable for video conferencing between the Center and any location worldwide that has similar capability.

**Will your event require food? Yes\*\* \_\_\_\_  No\_\_\_\_**

\*\*Please note that food services are not provided at the Flowood Center, however, you may have your event catered. No alcoholic beverages are allowed. You will be responsible for disposing of food and trash in containers provided, and removing excess food from the premises. If the event scheduled occurs after classes, but prior to a regularly scheduled cleaning, a pre-event cleaning fee may be charged.

**Mississippi College Flowood Center is a proud member of the Flowood, Pearl, and Rankin Chambers of Commerce. We offer a 50% discount to Chamber members for use of the facility.**

**Are you a member of the Flowood, Pearl, or Rankin Chamber of Commerce? Yes \_\_ No\_\_ Please indicate which Chamber(s) you are a member of _____**

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# Room Rental

- Rental fees are charged for all events that are not university sponsored.

- Rental fees **will be invoiced following your event.** While a deposit is not required, we ask that cancellations be made at least two (2) business days prior to your scheduled event. Later cancellation will result in a $100.00 cancellation fee which will be invoiced to you.

- Set-up charges are included in your rental agreement.

- Cleaning fees are assessed according to event and room ($50.00 - $100.00). An additional cleaning fee may be assessed if the event is scheduled after classes but before a regularly scheduled cleaning. Cleaning fees are not generally necessary if the event host polices the area following the event.

- If warranted, Mississippi College reserves the right to cancel events due to extreme circumstances. Such decisions will be made by the President.

For off campus patrons, **all fees should be paid by Check, or Money Order only and will be billed following your event.**

# Facilities Available

Each classroom will accommodate up to 25 people.  Three spaces may be doubled to accommodate up to 50 people in one room.  The rental fees and cancellation fee for use of Flowood Center Rooms are as follows:

| Room | Rental | Cancellation Fee |
|------|--------|------------------|
| Reception + 8 rooms (200 people maximum) | $2,000.00/day | $100 |
| Reception + 4 rooms (100 people maximum) | $1,000.00/day | $100 |
| Reception + 1 room (25 people maximum) | $ 250.00/day | $100 |
| CIV classroom rate (Technician on site) | $ 100.00/hour | $100 |
| Classroom hourly rate | $ 40.00/hour | $100 |

Your room rental fee is:  _____

**There is no additional fee for the use of equipment in the classrooms.**

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

_____  **Name**_____  _____
Date                                       Signature                                       Print

**\*\*For Office Use Only**   D/C Fee Rec'd _____ Date _____

# Reservation Policies

MC Flowood Center facilities exist 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 these facilities when conflicts do not arise with college events.  Decisions about which events may be approved are made by the Mississippi College Campus Coordinator.

**The form should be mailed, scanned and emailed, or faxed to:**
 **MC Flowood Center, 115 Laurel Park Cove, Suite 101, Flowood, MS, 39232.**
**Email:  kimmel@mc.edu**
**Fax:  601-925-7773**

**A confirmation of receipt will be sent to you within 24 hours of receipt.**

Rooms may be tentatively reserved for 30 days; however, if reservation forms are not received 2 business days prior to the event, reservations will be cancelled.  Contact Sara Kimmel for reservations and information at **(601) 925-7775**  Fax **(601) 925-7773** or **email**, kimmel@mc.edu . Rooms must be reserved at least two weeks prior to the event and no earlier than one year prior to the event.  Tentative dates may be given to individuals wishing to reserve rooms more than one year prior to the event; however, the College is not bound in any way to honor tentative dates.

# Guidelines

- 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. (Trash receptacles and liners are provided.)
- Anyone who uses a facility of the College without proper authorization is subject to immediate removal.
- Nothing is allowed to be taped or posted on walls, doors, columns, partitioned walls, etc.
- No alcoholic beverages may be served and smoking is not permitted in the buildings.
- Noise should be kept at appropriate levels.
- Dancing is allowed in facilities by permission only.
- Any use of fire, including candles, is not allowed in the facilities.
- Computer log in information will be provided in orientation materials.
- Wireless access is available throughout the facility but may be limited by broadband width and the use of numerous portable devices.