



APPLICATION FOR USE OF COLLEGE FACILITIES

Please use one form for each non-consecutive day rental

RETURN TO: Western Piedmont Community College, Attn: Melissa Freeman, 1001 Burkemont Avenue, Morganton, NC 28655
Phone: 828-448-3131 Fax: 828-448-6177 Email: roomreservation@wpcc.edu

Contact Person: _____

Name of Organization: _____

State or Local Government Federal 501(c)(3) Organization Federal Tax ID # (9 digits): _____

There is no charge for state agencies, local government agencies and non-profit organizations. (Exception: cancellation fees)

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email Address: _____

Purpose of Planned Activity: _____ Number of Attendees: _____

Date Requested: _____ Time: from _____ to _____

Rooms are not guaranteed available past the times listed on this request

All rooms (except conference rooms) are equipped with a computer/data projector.

Room Requested: _____

Refreshments/Food: Yes No

Drinks and/or food are prohibited in computer labs

Computer Access: Yes No

IT Technician (fees apply): Yes No

Invoice Requested: Yes No

Microphone/Sound System (Moore Hall Leviton Auditorium only; technician fees apply) Yes No

The undersigned hereby represents themselves as an authorized agent of the aforementioned organization and, as such, makes application to Western Piedmont Community College for the use of the College's facilities. The undersigned warrants that the applicant will observe all regulations of Western Piedmont Community College, will exercise the utmost care in the use of said premises and property, and will hold the Trustees of Western Piedmont Community College, the individual members thereof, and all Western Piedmont Community College employees, free and without harm, from any loss or damage, liability, or expense that may arise, or be caused in any way, by such occupancy or use of the College's property.

I agree to the policies and procedures contained in the WPCC Policy Manual, Catalog and Student Handbook and accept financial responsibility for all expenses associated with reserving and utilizing Western Piedmont Community College facilities, equipment, and services.

Applicant's Signature _____ Date _____

The following section is to be completed by Western Piedmont Community College staff:

Application Approved: Application Approved with Conditions: Application NOT Approved:

Conditions or Other Information: _____

Applicable Fees:

Rental Fees _____	day(s) _____	\$ _____	Fees Paid: \$ _____
IT Technician _____	hours _____	\$ _____	Date Paid: _____
Security _____	hours _____	\$ _____	Room Assigned: _____
TOTAL FEES DUE: \$ _____			FEES DUE BY: _____

*Please remit payment within ten (10) days prior to the scheduled event to the following address:
Western Piedmont Community College, Attn: Business Office Cashier, 1001 Burkemont Ave., Morganton, NC 28655.*

(This would be printed on the back of the application.)

Procedures for requesting use:

1. An inquiry to roomreservation@wpcc.edu should be submitted to determine if the desired date and time is available. *Tip: Reservations can be made up to six (6) months in advance.*
2. A temporary hold will be placed on the room for five (5) business days until an *Application for Use of College Facilities* is completed and returned. If the *Application for Use of College Facilities* is not returned by the due date, the room reservation will be canceled.
3. A copy of the room reservation form will be emailed to the applicant notifying them of the status of the request for use of facilities and any applicable fees.
4. Upon notification of the request by the College, a check to cover the charges will be made out to Western Piedmont Community College and sent to the Business Office ten (10) business days prior to the scheduled event. If payment is not received by the due date the room reservation will be canceled.

NOTE: In the event that the User's facility needs change prior to use of those facilities, a new *Application for Use of College Facilities* must be submitted to the College to reflect the anticipated needs and the previous reservation should be cancelled.

PROGRAM CANCELLATION POLICY: There is no charge for facilities cancelled by the requesting organization if the request is cancelled seven (7) days prior to the scheduled event. Events cancelled with less than seven (7) days' notice may incur a cancellation fee.

Contractual Obligations:

- ❖ The User agrees to hold Western Piedmont Community College free, harmless, and indemnified from any claims, suits, or causes of action arising from or out of its use of a College facility.
- ❖ A User shall not sign or transfer its use of College facilities to any other person or group without the express written permission of the appropriate College official.
- ❖ An agreement to use College facilities may be canceled or amended by either the User or the appropriate College official for good cause provided seven days' notice is given to the other party.
- ❖ Amendments may be made only by mutual agreement of both parties involved. In addition, refund of the usage fee or any portion thereof, where applicable, will be made at the discretion of the President or his/her designee.
- ❖ Violations of any of the College rules and regulations shall be grounds for the suspension of a User's privilege to use school facilities.
- ❖ The User shall leave the College premises in a clean, neat, and orderly condition. In the event that College property is damaged, the organization or entity booking usage shall be liable for the damages.
- ❖ If the User finds the facility unkempt or not fit for the intended use, he/she should notify the appropriate College personnel prior to the beginning of that use.
- ❖ The User is responsible for the supervision of the activity (class meeting or event), including the maintenance of order and the safety of the people present.
- ❖ The user is responsible for materials and items left in a room overnight. Rooms are used by multiple groups and the college cannot be held responsible for items left in the classroom.
- ❖ Please note that we are not able to provide flipcharts, extension cords, coffee pots, or room arrangements. Users are responsible for arranging rooms and returning them to the order in which they were found.