

MANCHESTER COMMUNITY COLLEGE

1066 Front Street, Manchester, NH 03102 | P: (603) 206-8160 | F: (603) 624-1576 | www.mccnh.edu/wdc | ManchesterWDC@ccsnh.edu

Facility Use Request Form

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

RENTER INFORMATION

Company/Organization Hosting Event: _____

Event Contact Person: _____ Today's Date: _____

Company/Organization Address: _____

Contact Email: _____ Contact Phone: _____

EVENT INFORMATION

Are you or your event affiliated with MCC or are you faculty or staff? Yes No

If yes, please explain: _____

Event Date: _____ Event Start Time: _____ Please indicate time of arrival for setup: _____

End Date: _____ Event End Time: _____ *Note: you are responsible for setup and breakdown of event.

Day(s) of the Week: _____ # of People: _____

Title of Event: _____

Description of Event: _____

INTERNAL USE ONLY

Reference Event Number: _____ You have been assigned room(s): _____

PROCEDURES

Changes: If a change should occur with your request, please notify the Workforce Development Center at (603) 206-8160.

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.

- In the certificate of insurance "Certificate holder" box should contain: Manchester Community College A Component of CCSNH
1066 Front Street, Manchester, NH 03102

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.

- IT requests need to be coordinated at time of room rental.
- If tables and chairs are being rented through an outside vendor, please coordinate drop off and pick up times with Facilities.
- If children will be present at the event, please notify the Workforce Development Center at ManchesterWDC@ccsnh.edu or (603) 206-8160
Glitter and playdough are not permitted.

FACILITIES & RATES

Regular rental hours are Monday - Friday 8am to 10pm
***Saturdays 8am to 3pm.** If you plan to rent rooms and/or services **after hours** you may incur additional fees. Rentals during academic break periods may also incur additional fees.

Full-day room rental includes approximately 8 hours.

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

** Saturday rental is only available during the regular school year.*

Please check all that apply.

ROOM RENTAL	Full-Day	Half-Day
Classroom	\$120	\$75
Lecture Hall/Auditorium	\$400	\$250
Conference Room	\$35/hour	
Computer Lab.....	\$400	\$250
Multipurpose Room	\$750	\$500
Small Fitness Room	\$100	\$75
TV Lounge.....	\$150	\$75
Thoroughfare.....	\$150	\$75
Café.....	\$225	
Processing Fee	\$25	

SERVICES

Requests must be made 2 weeks in advance.
 Some events may require additional staffing.

IT Support	\$50/hour
<i>AV Equipment (Includes microphone, sound system, and projector screen. Please indicate equipment needed in special instructions.)</i>	
Videoconferencing ^A	\$100/hour \$75/hour for non-profits
Staffing fee	\$125/hour <i>(after normal business hours)</i>

EQUIPMENT RENTAL	Quantity
Tables on Thoroughfare	\$25 # _____
Chairs	\$1/chair # _____
Round Guest Tables.....	\$15/table # _____ <i>Seats 6-8 people</i>
Food/Catering Tables	\$15/table # _____
Podium	# _____
Trash Cans	# _____
Stage	\$100

*Minimum four (4) hours when renting after hours. Some exceptions apply.
 Please call the Workforce Development Center for more info. ^AIncludes technical support

SPECIAL INSTRUCTIONS

CATERING

Catering is through
 Tidewater Catering Group.
 (603) 668-6111
www.tidewatercatering.com



1066 Front Street, Manchester, NH 03103
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