

# MANCHESTER COMMUNITY COLLEGE

1066 Front Street, Manchester, NH 03102 | P: (603) 206-8163 | F: (603) 624-1576 | [www.mccnh.edu/wdc](http://www.mccnh.edu/wdc) | [MCCRoomRentals@ccsnh.edu](mailto:MCCRoomRentals@ccsnh.edu)

## Facility Use Request Form

Please complete this form and submit it to [MCCRoomRentals@ccsnh.edu](mailto:MCCRoomRentals@ccsnh.edu).

Regular rental hours are Monday - Friday 8am-10pm and Saturdays 8am-3pm.

We do not rent rooms outside of regular hours or on holidays. Rentals during academic break periods may incur additional fees.

*Please note that rooms and services are assigned on a first come, first-served basis. This space is within an educational facility, whose primary function is for the instruction of our students. Please respect our space and the students studying here.*

### RENTER INFORMATION

Company/Organization Hosting Event: \_\_\_\_\_

Type of Organization:     For Profit     Non-Profit     Government     CCSNH    Tax ID #: \_\_\_\_\_

Event Contact Person: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Company/Organization Address: \_\_\_\_\_

Day-of Onsite Contact Person (if different from above): \_\_\_\_\_ Phone/Email: \_\_\_\_\_

### EVENT INFORMATION

Type of Event:     Educational     Sporting     Vendor/Food Fair     Political    Other: \_\_\_\_\_

Guests:     Open to the Public     Private/Invitation Only

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

If yes, please explain: \_\_\_\_\_

Event Start & End Date(s): \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

**Note: Renters are responsible for setup and breakdown of event.**

# of hours needed for setup: \_\_\_\_\_ # of hours needed for breakdown/clean up \_\_\_\_\_

Title of Event: \_\_\_\_\_

Day(s) of the Week: \_\_\_\_\_ # of People: \_\_\_\_\_

Featured Speaker / Presenter (if applicable): \_\_\_\_\_

Description of Event: \_\_\_\_\_

**I acknowledge that I have read and agree to the MCC Room Rental policies found at [mccnh.edu/wdc/renting-our-facilities](http://mccnh.edu/wdc/renting-our-facilities).**

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

### INTERNAL USE ONLY

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

## FACILITIES & RATES

**Processing Fee: \$25**

**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.*

**Please check all that apply.**

### ROOM RENTAL ..... Full-Day    Half-Day

- Classroom .....\$120 ..... \$75
- Lecture Hall/Auditorium.....\$400 ..... \$250
- Conference Room .....\$35/hour
- Computer/Tech Lab.....\$400 ..... \$250
- Multipurpose Room .....\$750 ..... \$500
- Small Fitness Room .....\$100 ..... \$75
- TV Lounge\* .....\$150 ..... \$75
- Thoroughfare\* .....\$150 ..... \$75
- Café\* .....\$225
- Promotional Table Rental in Thoroughfare: \$75

*\*TV Lounge, Thoroughfare and Café are only available for rental when classes are not in regular session.*

## SERVICES

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

- AV Equipment (*Includes microphone, sound system, and projector screen. Please indicate equipment needed in special instructions.*)

## AFTER HOURS STAFF

- IT Support .....\$50/hour
- Maintenance & Security Staffing fee ..... \$125/hour  
*(after normal business hours)*

## EQUIPMENT RENTAL..... Quantity

- Rectangle Tables (max 20).....\$5/table..... # \_\_\_\_\_
- Round Guest Tables (max 25)...\$5/table..... # \_\_\_\_\_  
*Seats 6-8 people*
- Chairs (max 200).....\$1/chair .... # \_\_\_\_\_
- Rectangle Catering Tables.....\$5/table .... # \_\_\_\_\_
- 8' x 16' Stage.....\$100
- Podium ..... # \_\_\_\_\_
- Trash Cans..... # \_\_\_\_\_

## CATERING

**Tidewater Catering Group** is the college's exclusive caterer. All food must be purchased through Tidewater if the total cost of the food to be provided exceeds \$100.

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



## HIGHLIGHTED POLICIES

*A complete list of policies can be found online at [mccnh.edu/wdc/renting-our-facilities](http://mccnh.edu/wdc/renting-our-facilities)*

**Large/Special Events:** Approved seating/setup diagrams can be viewed online at [mccnh.edu/wdc/renting-our-facilities](http://mccnh.edu/wdc/renting-our-facilities).

**Insurance:** Renters will maintain liability insurance covering bodily injury and property damage with limits of coverage of not less than \$1 million per person / \$2 million in the aggregate. Renters shall provide a certificate of insurance, naming **MCC** as an additional insured, as proof of such insurance no later than 3 business days prior to the event start date.

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

**Security:** MCC Security Office reserves the right to mandate additional safety measures due to the event description including, but not limited to, hiring police presence onsite or a traffic detail at the opening of our campus at the renter's expense.

**Changes:** If a change should occur with your request, please notify the Workforce Development Center at (603) 206-8160 or the Room Rental Coordinator at (603) 206-8163.

**Cancellation Policy:** Renters are fully charged at 100% if the renter cancels within 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 the MCC Facility department.
- If children will be present at the event, please notify the Room Rental Coordinator at [MCCRoomRentals@ccsnh.edu](mailto:MCCRoomRentals@ccsnh.edu) or (603) 206-8163 (*Glitter and playdough are not permitted.*)

## SPECIAL INSTRUCTIONS

Please include details about your needs regarding sound system, microphones, projector screens and computer programs.



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