APPLICATION FOR BUILDING RENTAL

WCCCD Wayne County Community College District

Check one: Community use ☐   Faculty or Staff ☐   College Organization ☐

Application Date:	**Name of Organization:**
Contact Person:	**Title:**
Address:	**City:** **State:** MI **Zip:**
Telephone #:	**Office Phone #:** **Cell #:**
Date of Event:	**Starting Time:** **Ending Time:**
Building use:	**Seminar Title**:

1ˢᵗ choice: Day of the Week, Day, Month, and Year   2ⁿᵈ Choice: Day of the Week, Day, Month, and Year

Location: ☐Curtis L. Ivery ☐ Northwest ☐ Ted Scott ☐ Eastern ☐ Downriver ☐ University Square ☐ MIPSE

Available Rooms: Multipurpose ☐ Lg. Classroom ☐ Med Classroom ☐ Sm. Classroom ☐ Atrium ☐
Full Ballroom ☐ Half Ballroom ☐ Ballroom Lounge ☐

Facility Usage Rate

ROOMS	Downtown	Downriver	Northwest	Eastern	Western	M.E.S./ Univ. Center
MULTIPURPOSE	$300	$300	$300	$300	$300	$300
CLASSROOM (SMALL)	$100	$100	$100	$100	$100	$100
CLASSROOM(MEDIUM)	$150	$150	$150	$150	$150	$150
CLASSROOM (LARGE)	$200	$200	$200	$200	$200	$200
ATRIUM	$500	**N/A**	$500	**N/A**	**N/A**	**N/A**

Northwest Campus Culinary Arts and Hospitality Center *Rentals are based on 5-hour increments*			
	Monday-Thursday 8a.m.–9p.m.	**Friday-Sunday 8a.m.- 4p.m.**	**Friday-Saturday 4p.m.-12a.m.**
Full Ballroom	$900	$1200	$1400
Half Ballroom	$600	$700	$800
East or West Lounge	$250	$350	$800

Rates are subject to change

The applicant is responsible for complying with the following:

1. All users of Wayne County Community College District's facilities must have $1,000,000 of liability insurance and $500,000 of property damage.
2. All users must have a set-up and clean-up committee or there will be an additional $75 - $210 clean-up fee.
3. If an event is after 4:00 p.m. Saturday, Sunday, or holiday, there is a $100 flat rate charge for clean up, a security charge of $18 – $22 per hour, and an administration charge of $33.50 - $44.50 per hour.

Available Equipment for use: Sound System ☐ Microphones ☐ DVD Player ☐ Podium ☐

Campus President: Approval ☐ Disapproval ☐	Date:	
V.C. Continuing Education: Approval ☐ Disapproval ☐	Date:	
Contract Administrator: Approval ☐ Disapproval ☐	Date:	