

MCCC Facilities Reservation Permit Request

Name of the Group/Dept./External group Permit #

If External Group – Billing Address:

1st Contact: Phone #

Email Address Fax #

Required or write in "not available!"

2nd Contact: Phone #

Email Address:

Event Name:

Number of Guests: Building: Date Received: Date E-mailed:

Event Date(s): and/or and/or
Month/Day Month/Day Month/Day

Event Schedule:
Customer Set Up: Event Start Time: End Time:

Room(s) Requested:

Room Set-up:

AV Equipment? ☐ Yes ☐ No Meyer Theater Equipment? ☐ Yes ☐ No HEB Equipment? ☐ Yes ☐ No

Human Resources? ☐ Yes ☐ No Food Service? ☐ Yes ☐ No

AV Equipment (Daily):

- ☐ Camcorder w/Tripod \$75
- ☐ Computer/Data Proj/DVD/with Internet access \$40
- ☐ Computer, Laptop \$40.
- ☐ Flip Charts/Easels \$20
- ☐ Microphone, Floor Standing \$20 Microphone,
- ☐ Table Top \$10
- ☐ Microphone, Lavalier / FM Wireless \$20
- ☐ Microphone, Handheld Wireless \$20
- ☐ CD Player
- ☐ Podium, Floor Standing (w or w/o sound) \$25
- ☐ Podium, Table Top \$10
- ☐ Extension Cord \$5
- ☐ Portable Sound System
- ☐ Power Strips \$5

Meyer Theater / HEB Equipment:

- ☐ Computer/Data Projector \$40
- ☐ DVD Player \$20
- ☐ Floor Cover \$200
- ☐ Follow Spots \$10
- ☐ Orchestra Pit \$600
- ☐ Orchestra Shell \$250 (normal w/o shell)
- ☐ Piano, Grand \$100
- ☐ Piano, Electronic Keyboard
- ☐ Podium, Floor Standing (w/sound) \$25
- ☐ Risers \$50

HEB Equipment:

- ☐ Badminton/ Volleyball Net \$30 per net/hr
- ☐ Bleachers \$15/hr (standard set-up is 3 rows on each side)

Human Resources Fees:

- ☐ AV Technician \$30/hr
- ☐ College Liaison \$45/hr
- ☐ IS Technician \$35/hr
- ☐ Maintenance \$30/hr
- ☐ Custodial \$30/hr/3 hr. minimum
- ☐ Security \$30/hr
- ☐ Special \$115/maximum
- ☐ Technical Director \$40/hr

☐ Yes, I would like to receive a copy of MCCC's Policy and Procedures for use of physical resources.