

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):

Month/Day

and/or

Month/Day

and/or

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):

Meyer Theater / HEB Equipment:

Human Resources Fees:

Camcorder w/Tripod \$75

Computer/Data Projector \$40

AV Technician \$30/hr

Computer/Data Proj/DVD/with Internet access \$40

DVD Player \$20

College Liaison \$45/hr

Computer, Laptop \$40.

Floor Cover \$200

IS Technician \$35/hr

Flip Charts/Easels \$20

Follow Spots \$10

Maintenance \$30/hr

Microphone, Floor Standing \$20 Microphone,

Orchestra Pit \$600

Custodial \$30/hr/3 hr. minimum

Table Top \$10

Orchestra Shell \$250 (normal w/o shell)

Security \$30/hr

Microphone, Lavalier / FM Wireless \$20

Piano, Grand \$100

Special \$115/maximum

Microphone, Handheld Wireless \$20

Piano, Electronic Keyboard

Technical Director \$40/hr

CD Player

Podium, Floor Standing (w/sound) \$25

Podium, Table Top \$10

Risers \$50

Extension Cord \$5

HEB Equipment:

Portable Sound System

Badminton/ Volleyball Net \$30 per net/hr

Power Strips \$5

Bleachers \$15/hr (standard set-up is 3 rows on each side)

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