



MOTT COMMUNITY COLLEGE

Events Office

Facilities Use Needs Worksheet

1401 E. Court St. Flint, MI 48503
(810) 762-5906 FAX: (810) 762-0948

Date: _____

Name of Activity: _____

Date of Activity: _____ Admission Charge: _____ Attendance (est.): _____

Beginning Time _____ Ending Time _____ Event Start Time: _____
(include set-up time)

Room(s) Needs Check List (Please circle all appropriate):

Conference Room Classroom Auditorium Other

Please outline desired space configuration (example – Tables in U-shape or Standard Classroom Configuration, Registration Table) list details: _____

Food Service: Yes _____ No _____ If yes please provide details about your food service request:

Breakfast (example – Continental, Full Breakfast) list details: _____

Lunch (example – Box Lunch, Sandwich Tray, Pizza) list details: _____

Dinner (example - Buffet, Served by Wait Staff) list details: _____

Drink Service (example – Can Pop, Liter Pop, Bottled or Pitchers of Water, Coffees, Teas) list details: _____

Snack Service (Cookies, Chips, Pretzels, Animal Crackers) list details: _____

Other: _____

Are Linens or table coverings needed? Yes ___ No ___

Equipment Needs: Yes _____ No _____ If yes please provide details about your equipment needs (example – Screen, Easel, TV/DVD, Microphone, Multimedia Projector, CPU Podium) list details: _____

For External Use Only

Check One: **Non-Profit Org.** **For-Profit Org.**

External Organization Name: _____

Contact Person: _____ **Phone:** _____

Email Address: _____ **Fax:** _____

Address: _____
(street)

(city) (state) (zip code)

Billing Name and Address if different from above:

Name: _____ **Phone:** _____
(attending event)

Address: _____
(street)

(city) (state) (zip code)

All external organizations must have a Certificate of Liability Insurance or Hold Harmless Agreement on file before event can take place on the Campus of Mott Community College

Certificate of Liability Insurance: **Attached:** _____ **Will Send:** _____

Hold Harmless Agreement: **Attached:** _____ **Will Send:** _____

GUIDELINES

Rent/Fees (will be determined based on requested services & materials)

Any event taking place after normal business hours may incur a fee for building supervision, custodial, technician or security. Mott Personnel must be used for these services.

Equipment Needs

Requests for equipment must be made in advance and will be met only on an availability basis. Please identify your equipment needs early and note that within 24 hours of the event it is unlikely equipment use changes can be met.

Room Set-up

Arrangements will be made through Events/Set-up Assistant.

Catering

All outside organizations must use a college-approved caterer for events held in our facilities. The Food Service Coordinator will make all the necessary arrangements.

Parking

A limited amount of parking is available in the paid parking lot located off of Court St. The cost for paid parking is \$1.00 per park. The parking lot is open to the public and to students; therefore, we cannot guarantee there will be enough space for your event.

Free parking is available in the student parking ramps located off of Horrigan Dr. Visit our website www.mcc.edu *Campus Maps* for a complete parking guide.

Mott Community College reserves the right to adjust event location to another location, ensuring that it will accommodate the size of the event. College programs and activities shall have priority over those requests for use by organizations outside the college.