MANUFACTURING SOLUTIONS CENTER

at Catawba Valley Community College

Facilities Use Application

Name of Organization/Group: _____

Federal ID: _____ or SSN (if individual): _____

Contact Person: _____ Phone: _____

Contact Person Email: _____

Onsite Contact: _____ Phone: _____

Onsite Contact Email: _____

Address: _____ Mailing Address: _____

_____ (if different) _____

_____ _____

Published Event Name: _____

Purpose of Event: _____

Will an admission fee be charged for this event? _____ Yes _____ No

If yes, amount to be charged: $ _____

Event Schedule and Set Up Directions:

Instructional spaces will remain set as is. Additional needs or instructions for flexible set up spaces should be outlined below. Please list extra tables for registration or refreshments, as well as, additional AV items, such as, podium, mic, projector etc. Guest Wi-Fi is available across campus.

Room	Day	Date	Number of People	Set Up Start Time	Event Start Time	Event End Time	Tear Down End Time
Small Meeting Room							
Set up for Small Meeting Room:							
Large Meeting Room							
Set up for Large Meeting Room:							
Conference Room #1							
Set up for Conference Room #1:							
Conference Room #2							
Set up for Conference Room #2:							
Networking Space							
Set Up for Networking Space							

Room Capacities and Cost

Small Meeting Room, capacity of 38 with tables, 60 with no tables – Cleaning fee of $200.

Large meeting Room, capacity of 60 with tables, 100 with no tables -- Cleaning fee of $250.

Conference Room #1, capacity of 12 around table – Cleaning fee of $50.

Conference Room #2, capacity of 7 around table – Cleaning fee of $50.

Networking Space, capacity of 120 -- Cleaning fee of $350.

Note: Any after hours (later than 5PM) room requests require special permission and MSC personnel onsite. A security fee of $50/hour will be assessed based on room hours.

Local and state government agencies should contact the MSC for pricing.

Will you require catering assistance? _____ Yes _____ No
If so, we can provide a list of local restaurants to assist you.

Serving of alcohol requires special permission.
Do you plan to serve alcohol at this event? _____ Yes _____ No

Will your organization be serving food or beverages?

_____ Morning Coffee or Beverages
_____ Morning Break
_____ Lunch
_____ Afternoon Break
_____ Dinner
_____ Evening

In consideration for the use of the facilities, the undersigned organization/group hereby agrees to indemnify, hold harmless and release the Manufacturing Solutions Center, the City of Conover, the Trustees of Catawba Valley Community College, the College, its auxiliary organizations and the officers, directors, employees and agents from actions arising out of or related to the organization/group's use of the Colleae's facilities.

The undersigned certifies that he/she has read and agrees to the regulations governing facility usage as stated on the accompanying pages. The undersigned further certifies that he/she is the authorized representative to act for and accept responsibility for the use of the facility.

Signature of Organization Representative: _____ Date: _____

The Manufacturing Solutions Center, City of Conover, and Catawba Valley Community College will not accept any transfer of liability for taxes due on admissions that the lessee has failed to charge and remit to the State of NC or other taxing jurisdictions. All users of facilities are solely responsible for collecting and remitting any and all applicable sales and use taxes to the North Carolina Department of Revenue and that Catawba Valley Community College assumes no obligation or responsibility for said taxes.

Signature of Organization Representative: _____ Date: _____

Note: Certificate of insurance is required one week prior to event.

For Office Use Only

Date Application Received: _____ Received by: _____
Availabilty Confirmed by: _____
Certificate of Insurance Received: _____ Yes _____ No _____ Not Applicable
Date Received: _____

Charged to User:

Large Meeting Room $ _____ x _____hrs = $_____
Small Meeting Room $ _____ x _____hrs = $_____
Conference Room 1 $ _____ x _____hrs = $_____
Conference Room 2 $ _____ x _____hrs = $_____
Networking Space $ _____ x _____hrs = $_____

Permission to use facilities is: _____ Approved _____ Denied
If denied, reason for denial: _____

Security Fee (after 5PM) if applicable $ _____

Total Fee: $ _____

Application Approved/Denied by: _____ Date: _____

MSC II -- 350 5th Avenue SE, Conover, NC 28613 828-327-7000 ext. 4379
www.manufacturingsolutionscenter.org