

NORTHEAST TEXAS COMMUNITY COLLEGE
Whatley Center for the Performing Arts
903-434-8182
Facility Reservation Form

Organization/Department: _____

Day/Dates _____ (If requesting multiple days, please attach a schedule of days and times)

Nature of Event: _____ Musical Performance _____ Lecture _____ Art Exhibit _____ Dance Recital _____ Theatre
_____ Reception _____ Club/Organization Meeting _____ Other

Hours you request the facility available to you: FROM _____ a.m. p.m. TO _____ a.m. p.m.

Actual hours of event: FROM _____ a.m. p.m. TO _____ a.m. p.m. ESTIMATED ATTENDANCE _____

Is an off-campus speaker to speak at this function? _____ Yes _____ No

Name and Topic: _____

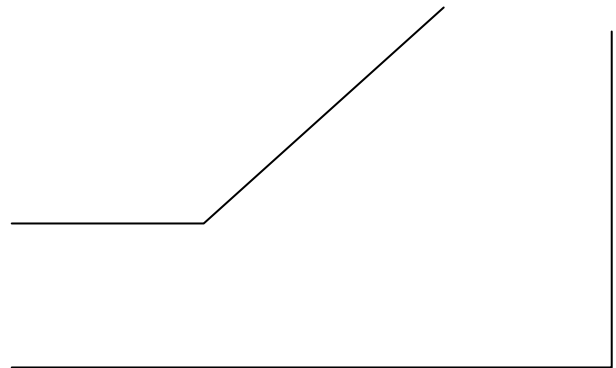
Is food or beverage to be served? _____ Yes _____ No IF YES, AND YOU ARE USING NORTHEAST FOOD SERVICE, YOU ARE REQUIRED TO CONTACT THEM AT 903-434 8200 AT LEAST TWO WEEKS PRIOR TO DATE OF EVENT

Is admission/registration to be charged? _____ Yes _____ No IF YES, HOW MUCH? _____

DESCRIBE SET-UP desired for stage/foyer. Include information about number of and position of piano, risers, acoustic shells, chairs, music stands, tables, lectern, microphones/stands, lighting needs. PLEASE BE SPECIFIC.

STAGE SET-UP DIAGRAM

FOYER SET-UP DIAGRAM



Audience

I waive the college of any liability in the event of an accident. I also agree to accept the responsibility for the organization/department indicated above to see that the regulations outlined on the back of this form are fulfilled.

NAME _____ TITLE _____ DATE _____

ADDRESS _____

SIGNATURE _____ TELEPHONE _____ FAX _____

IMPORTANT: The facility is not reserved until the confirmation copy is approved by the Whatley Director and returned to the applicant, and the appropriated deposit is received. The receipt copy should be brought to the event.

APPROVED _____ DATE _____

COST ESTIMATE _____ DEPOSIT _____ DUE DATE _____ RECEIVED _____

NOT APPROVED _____ REASON _____

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To the extent that space is available and subject to completion of established procedures, the college welcomes affiliated and nonaffiliated groups to campus for their meetings provided:

1. All the needs of Northeast Texas Community College have been adequately served.
2. That requests be submitted, in writing, outlining the type of event, speaker, etc.
3. That the group, its leader or speaker, is not subversive nor advocates the overthrow of the United States Government.
4. That the group, its leader or speaker, does not advocate the perpetuation of any one religious denomination.
5. College employees supervise all buildings and equipment.
6. That the group(s) reimburses the college depending upon the group's status and purpose of event including any and all damage. There may be a building use, custodial, grounds, or security fee assessed.
7. Northeast reserves the right to refuse the use of its facilities to any individual and/or group.

Building Hours: Normal building hours are 7:00 a.m. to 10:00 p.m. Monday through Thursday and 7:00 a.m. to 12:00 noon on Friday. Facilities are normally closed on Saturdays, Sundays, holidays and vacation periods.

Reservations: Reservations should conform to building hours. Special arrangements may be made (with appropriate costs) for use other than normal hours. Telephone reservations are only tentative and are held for 72 hours pending receipt of the written Facility reservation Form and appropriate deposit.

Deposit: 20% of the estimated reservation fee or an amount determined appropriate by the director.

Cancellations: Cancellations should be made at least 24 hours in advance at which time the deposit will be returned.

Alcohol/Drugs/Narcotics: College policy strictly prohibits alcoholic beverages, drugs or narcotics on campus.

Contracted Services: The Whatley Office will act as a clearing house for the provisions of contracted services, which include custodial, maintenance, light and sound technicians, audio visual, security, or any other need EXCEPT FOR FOOD SERVICE. Please make food arrangements by calling Northeast Food Service, 572-1911, Extension 401.

FEE SCHEDULE

PROFIT ORGANIZATIONS: \$150 first hour/\$90 each additional hour
\$ 90 clean-up fee
20% of gross ticket/concession sales

NON-PROFIT ORGANIZATIONS: \$120 first hour/\$60 each additional hour
\$ 90 clean-up fee

ADDITIONAL CHARGES: Lighting technician: \$12 per hour
Sound technician: \$12 per hour
Stage Manager: \$12 per hour
Piano Rental: \$60

Fee for use by NTCC student organizations will be left to the discretion of the Director of The Whatley Center for the Performing Arts.