



APPLICATION FOR BUILDING RENTAL

Check one: Community use ☐ Faculty or Staff ☐ College Organization ☐

Application Date:	Name of Organization:		
Contact Person:	Title:		
Address:	City:	State: MI	Zip:
Telephone #:	Office Phone #:	Cell #:	
Date of Event:	Starting Time:	Ending Time:	
Building use:	Seminar Title:		

1st choice: Day of the Week, Day, Month, and Year 2nd Choice: Day of the Week, Day, Month, and Year

Location: ☐ Curtis L. Ivery ☐ Northwest ☐ Ted Scott ☐ Eastern ☐ Downriver ☐ University Square ☐ MIPSE

Available Rooms: Multipurpose ☐ Lg. Classroom ☐ Med Classroom ☐ Sm. Classroom ☐ Atrium ☐
Full Ballroom ☐ Half Ballroom ☐ Ballroom Lounge ☐

Facility Usage Rate

ROOMS	Downtown	Downriver	Northwest	Eastern	Ted Scott	M.E.S./ Univ. Center
MULTIPURPOSE	\$300	\$300	\$300	\$300	\$300	\$300
CLASSROOM (SMALL)	\$100	\$100	\$100	\$100	\$100	\$100
CLASSROOM(MEDIUM)	\$150	\$150	\$150	\$150	\$150	\$150
CLASSROOM (LARGE)	\$200	\$200	\$200	\$200	\$200	\$200
ATRIUM	\$500	N/A	\$500	N/A	N/A	N/A

Northwest Campus Culinary Arts and Hospitality Center

Rentals are based on 5-hour increments

	Monday-Thursday 8a.m.-9p.m.	Friday-Sunday 8a.m.- 4p.m.	Friday-Saturday 4p.m.-12a.m.
Full Ballroom	\$900	\$1200	\$1400
Half Ballroom	\$600	\$700	\$800
East or West Lounge	\$250	\$350	\$800

Rates are subject to change

The applicant is responsible for complying with the following:

1. All users of Wayne County Community College District's facilities must have \$1,000,000 of liability insurance and \$500,000 of property damage.
2. All users must have a set-up and clean-up committee or there will be an additional \$75 - \$210 clean-up fee.
3. If an event is after 4:00 p.m. Saturday, Sunday, or holiday, there is a \$100 flat rate charge for clean up, a security charge of \$18 – \$22 per hour, and an administration charge of \$33.50 - \$44.50 per hour.

Available Equipment for use: Sound System ☐ Microphones ☐ DVD Player ☐ Podium ☐

Campus President: Approval ☐ Disapproval ☐	Date:	
V.C. Continuing Education: Approval ☐ Disapproval ☐	Date:	
Contract Administrator: Approval ☐ Disapproval ☐	Date:	