Revised 04/08/2022

Miles College

5500 Myron Massey Blvd. • Fairfield, AL 35064

Activity/Facility Rental Permit

All activity permits must be submitted seven (7) days prior to event NO EXECPTIONS!

Organization Name: _____ Name of Event _____

Detailed Description of Event: _____

Date of Event: _____ Event Setup Time: _____ Event Start Time: _____ Event End Time: _____

Place of Event: _____ Will there be a DJ/Music associated with this Event: ◯ Yes ◯ No

Primary Requester Contact Name: _____ Phone Number: _____

Signature of Campus Advisor (confirms that you will be present at the event): _____

If advisor is not present event will be canceled

Signature of Student Activity Director: _____

Signature of Representative from Technology (if applicable): _____

(Check All that Apply) Audio/Video ___ Projector/Screen ___ Microphone ___ Laptop ___ CD/DVD Player ___ Other: _____

Need Audio Visual Staff for Setup and Breakdown Only: _____ Need Audio Visual Staff for Entire Event: _____

Pre-Approval of Event

Signature of Building Operations Director (All events and rentals must be cleared through this office): _____

Approval for Specific Buildings (Responsible parties for the buildings only sign here)

_____ Brown Hall (Dean of Chapel)

_____ Pearson Hall (Academic Dean)

_____ Stadium/Gym (Athletic Director)

_____ Learning Resource Center (Director)

_____ Taggart Lecture Hall (Division Chair)

_____ Welcome and Enrollment Center (Director)

_____ Other Campus Buildings (Director)

_____ Outdoor Venue (Operations Director)

_____ George T. French Jr., Student Activity Center

Charges:

Facilities $_____ Security $_____ Janitor $_____ Other $_____

Total: $_____

By signing this, the Primary Contact/Requester agree to the terms below:

1. Advisor(s) must be present during the entire event
2. All media (music, movies and power point) need to be presented and tested the day before the event
3. Police Officers/Security needs to be present on campus during all events held in the Campus Facility where admission will be charged. If this is the case, you must have the approval of the Business Manager and security will be at the expense of the sponsoring organization
4. Please leave the site clean and make sure that all decorations and/or debris are disposed of or your organization will be fined for clean-up expenses.
5. Any College Property not returned will result in a $50.00 fine. DJ must provide his/her own table.
6. Twenty-four hours after permit has all required signatures a copy must be submitted to the Operations Manager and Director of Student Activities or event will be denied.

No event is approved until signature of Dean and Vice President of Student Affairs and Vice President of Finance has been secured.

Administrative Approval

Signature of Physical Plant Director: _____

Signature of Senior Vice President of Finance: _____

Signature of Dean and Vice President of Student Affairs: _____

Signature of Chief of Security: _____

Business Office Use Only

Deposit $_____ Date of Deposit $_____ Receipt $_____

Balance $_____ Date of Final Deposit $_____ Receipt $_____

NOTE: Balance of Deposit is Due Seven (7) Days Prior to Event