



# 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:

- For Student Events, Advisor(s) must be present during the entire event
- All media (music, movies and power point) need to be presented and tested the day before the event
- 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
- 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.
- Any College Property not returned will result in a \$50.00 fine. DJ must provide his/her own table.
- 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 Provost of Academic Affairs: \_\_\_\_\_

Signature of Senior Vice President of Finance: \_\_\_\_\_

Signature of Dean and Vice President of Student Affairs: \_\_\_\_\_

Signature of Physical Plant Director: \_\_\_\_\_

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**