Manchester Community College

1066 Front Street, Manchester, NH 03102 | P: (603) 206-8163 | F: (603) 624-1576 | www.mccnh.edu/wdc | MCCRoomRentals@ccsnh.edu

Facility Use Request Form

Please complete this form and submit it to MCCRoomRentals@ccsnh.edu.
Regular rental hours are Monday – Thursday 7am–10pm, Friday 7am–8pm and Saturdays 8am–1:30pm unless prior arrangements are made. We do not rent rooms outside of regular hours or on holidays.
Rentals during academic break periods may incur additional fees.

Please note that rooms and services are assigned on a first come, first-served basis.This space is within an educational facility, whose primary function is for the instruction of our students. Please respect our space and the students studying here.

RENTER INFORMATION

Company/Organization Hosting Event: _____

Type of Organization: ❑ For Profit ❑ Non-Profit ❑ Government ❑ CCSNH Tax ID #: _____

Event Contact Person: _____ Today's Date: _____

Contact Email: _____ Contact Phone: _____

Company/Organization Address: _____

Day-of Onsite Contact Person (if different from above): _____ Phone/Email: _____

EVENT INFORMATION

Type of Event: ❑ Educational ❑ Sporting ❑ Vendor/Food Fair ❑ Political Other: _____

Guests: ❑ Open to the Public ❑ Private/Invitation Only

Are you or your event affiliated with MCC or are you faculty or staff? ❑ Yes ❑ No

If yes, please explain: _____

_____

Event Start & End Date(s): _____ Event Start Time: _____ Event End Time: _____

***If any spaces in the parking lot need to be sectioned off, campus safety will need to be notified.**

# of hours needed for setup: _____ # of hours needed for breakdown/clean up _____

Title of Event: _____

Day(s) of the Week: _____ # of People: _____

Featured Speaker / Presenter (if applicable): _____

Description of Event: _____

_____

_____

I acknowledge that I have read and agree to the MCC Room Rental policies found at mccnh.edu/renting-our-facilities.

Signature: _____ **Date:** _____

INTERNAL USE ONLY

Event Reference Number: _____ You have been assigned room(s): _____

FACILITIES & RATES

Processing Fee: $25

Full-day room rental includes approximately 8 hours.

Half-day room rentals are about 4 hours. *Minimum rental for a room is a half-day, unless listed by an hourly rate.*

Please check all that apply.

ROOM RENTAL	**❑ Full-Day**	**❑ Half-Day**
❑ Classroom	$120	$75
❑ Lecture Hall/Auditorium	$400	$250
❑ Conference Room	$35/hour	
❑ Seminar/Boardroom	$400	$250
❑ Computer/Tech Lab	$400	$250
❑ Multipurpose Room	$750	$500
❑ Small Fitness Room	$100	$75
❑ TV Lounge*	$150	$75
❑ Thoroughfare*	$150	$75
❑ Café*	$225	
❑ Promotional Table Rental in Thoroughfare: $75		

**TV Lounge, Thoroughfare and Café are only available for rental when classes are not in regular session.*

SERVICES

Requests must be made 2 weeks in advance.
Some events may require additional staffing.

❑ AV Equipment *(Includes microphone, sound system, and projector screen. Please indicate equipment needed in special instructions.)*

LATE HOURS (AFTER 4PM)

❑ IT Support $50/hour

EQUIPMENT RENTAL		**Quantity**
❑ Rectangle Tables (max 20)	$5/table	#_____
❑ Round Guest Tables (max 25) *Seats 6-8 people*	$5/table	#_____
❑ Chairs (max 200)	$1/chair	#_____
❑ Rectangle Catering Tables	$5/table	#_____
❑ 8’ x 16’ Stage	$100	
❑ Podium		#_____
❑ Trash Cans		#_____

MANCHESTER COMMUNITY COLLEGE
1066 Front Street, Manchester, NH 03103
(603) 206-8000 | **www.mccnh.edu**

CATERING

Tidewater Catering Group is the college’s exclusive caterer. All food must be purchased through Tidewater if the total cost of the food to be provided exceeds $100.

Tidewater Catering Group.
(603) 668-6111
www.tidewatercatering.com

Tidewater Catering Group

HIGHLIGHTED POLICIES

A complete list of policies can be found online at mccnh.edu/wdc/renting-our-facilities

Large/Special Events: Approved seating/setup diagrams can be viewed online at mccnh.edu/renting-our-facilities.

Insurance: Renters will maintain liability insurance covering bodily injury and property damage with limits of coverage of not less than $1 million per person / $2 million in the aggregate. Renters shall provide a certificate of insurance, naming **MCC** as an additional insured, as proof of such insurance no later than 3 business days prior to the event start date.

- In the certificate of insurance “Certificate holder” box should contain:
  Manchester Community College: A Component of CCSNH
  1066 Front Street, Manchester, NH 03102

Security: MCC Security Office reserves the right to mandate additional safety measures due to the event description including, but not limited to, hiring police presence on site or a traffic detail at the opening of our campus at the renter’s expense.

Changes: If a change should occur with your request, please notify the Workforce Development Center at (603) 206-8160 or the Room Rental Coordinator at (603) 206-8163.

Cancellation Policy: Renters are fully charged at 100% if the renter cancels within five (5) or fewer business days prior to the rental. If the college is closed due to weather or another act of nature, then the rental will be rescheduled at the earliest convenience of the college and renter.

- IT requests need to be coordinated at time of room rental.
- If tables and chairs are being rented through an outside vendor, please coordinate drop off and pick up times with the MCC Facility department.
- If children will be present at the event, please notify the Room Rental Coordinator at MCCRoomRentals@ccsnh.edu or (603) 206-8163 (*Glitter and playdough are not permitted.)*

SPECIAL INSTRUCTIONS

Please include details about your needs regarding sound system, microphones, projector screens and computer programs.

Revised 11/25