



Campus Activity Form ~ All campuses

All campus events are to be included on the Main Calendar of the Northwest Mississippi Community College website. You have two options below:

1. If your event will be located on the Senatobia campus in the Haraway Center, Howard Coliseum, the Fine Arts Auditorium, the McLendon Center, the ROC (Ranger Outdoor Complex), the Farm Arena, or a general classroom, contact Facilities Use Coordinator Pam King at pking@northwestms.edu or 562-3968.
2. If your event will be located in a different location on any campus, you must fill out this form and submit it to Pam King and the Facilities Committee for APPROVAL. If the event requires additional staff and therefore additional charges, those fees will apply. If the event is sponsored by a different organization than the college, a \$1 million dollar certificate of liability insurance form is required. Upon approval, this information will be included on the Main Calendar.

Name of Event _____

Internal OR External Request _____

Date(s) of Event _____ Arrival time/access time _____

Event start time _____ Event end time _____

Event Description _____

Building _____ Room # _____

Person organizing event _____

Organization hosting event (Northwest or other) _____

Office phone # _____ Cell phone # _____

Approval of Committee Chair
Dr. Tonyalle Rush

Date

Fees and Additional Charges

Usage Fee: _____

Certificate of Insurance obtained (\$1 million coverage – required) : Y N

Campus Police Fee: _____

Catering Fee: _____

Custodial Services Fee: _____

Grounds Fee: _____

NWCC Representative Fee: _____