



## Fred E. Davis Multipurpose Center Facility Request Form

This form must be completed and returned NO LATER THAN 7 DAYS PRIOR TO EVENT (excluding weekends and holidays). Applicants may return the completed form to the Administrative Office at the Multipurpose Center or mail it to Multipurpose Center, State Fair Community College, 3201 W. 16<sup>th</sup> St., Sedalia, MO 65301. Questions concerning applications may be directed to Darren Pannier, MPC Director at (660) 530-5808, ext. 7232, Kathy Rumsey ext. 7440. Or contact via email at [dpannier@sfccmo.edu](mailto:dpannier@sfccmo.edu), or [krumsey@sfccmo.edu](mailto:krumsey@sfccmo.edu) Fax 660-530-5828

Application Name: \_\_\_\_\_

Group/Organization: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date Application Submitted: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

### Event Planning Information

1. Date of Event: \_\_\_\_\_ Times of Event: Start \_\_\_\_\_ End \_\_\_\_\_

2. Please describe the purpose of the event and the need for using the Multipurpose Center:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Beginning Hour (include set-up): \_\_\_\_\_

4. Closing Hour (include tear-down/clean-up): \_\_\_\_\_

5. Please check the rooms you would like to reserve:

Arena Floor #1 \_\_\_ Arena Floor #2 \_\_\_ Multi-Use Room #222 \_\_\_ Large Conf. Rm. #163 \_\_\_

Class Rm. #118 \_\_\_ Class Rm. #119 \_\_\_ Concession Area \_\_\_ Locker Room(s) \_\_\_

Walking Track \_\_\_\_\_

Equipment Needed: Lower Bleachers \_\_\_ Upper Bleachers \_\_\_ Basketball Goals # \_\_\_

Curtain \_\_\_ Score table \_\_\_ Score Clock \_\_\_ Arena Floor Cover \_\_\_ Podium \_\_\_

Mobile Sound System \_\_\_ Microphones \_\_\_\_\_

Tables: Large # \_\_\_ Medium # \_\_\_ Round # \_\_\_ Chairs # \_\_\_

Janitorial \_\_\_\_\_ Soccer Field \_\_\_\_\_

Other: *Describe requirements table/chair placement, etc.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Estimated Attendance \_\_\_\_\_ Age range of Participants: \_\_\_\_\_

7. Is your group a SFCC Department or Program? **YES**\_\_\_\_\_ **NO** \_\_\_\_\_ If NO, is the event affiliated with a department within SFCC? **YES**\_\_\_\_\_ **NO** \_\_\_\_\_ Explain how you are affiliated with SFCC \_\_\_\_\_
8. Will food and beverage be served (all outside vendors must be approved by MPC staff)? **YES**\_\_\_\_\_ **NO** \_\_\_\_\_ If Yes, please explain \_\_\_\_\_
9. Will the services of the SFCC concession area be needed? **YES**\_\_\_\_\_ **NO** \_\_\_\_\_ If Yes, please explain \_\_\_\_\_
10. For service/catering for your event contact the SFCC Food Services at (660)530-5800 ext. 7235 to make arrangements.
11. Some equipment for events can be provided by the Multipurpose Center. A list of equipment along with rental prices will be provided upon request.
12. If event cancellation becomes necessary, it is the responsibility of the individual/group to notify the Multipurpose Center no less than 48 hours before the event. Failure to notify MPC within 48 hours of the scheduled event will result in a forfeiture of all paid events. Multipurpose Center reserves the right to refund event charges for emergencies. \_\_\_\_\_ **Please initial.**
13. The Multipurpose Center Staff must approve all decorations and modifications. Individuals and groups must assist MPC Staff as needed with post-event clean up. \_\_\_\_\_ **Please initial.**
14. All individuals and group not affiliated with SFCC must provide a certificate of insurance before final approval can be authorized.
15. All groups are required to have a trainer or medical person at any athletic event for injuries
16. Community use of Facilities Regulation 1330 must be approved by the Dean of Student Services.
17. There will be a 20% deposit in addition to the rental fee. The deposit will be returned if there is no damage present. Deposit Cost: \_\_\_\_\_
- Total Rental Cost: \_\_\_\_\_

MPC Facility Use Agreement

I understand the SFCC- MPC is a non-smoking facility and adheres to an alcohol-free policy. Therefore, all members of our group will respect the no smoking/no alcohol policy. I agree to be responsible for the opening and closing of the event at the above designated hours at the MPC and clean up after the event to include emptying trash receptacle. I understand that it will be necessary to secure adequate adult supervision that shall consent to remain during the entire event to protect the property of both State Fair Community College and the Fred E. Davis Multipurpose Building. I will be responsible for any damages. Furthermore, I understand it is the responsibility of my group to obtain and provide a copy of an insurance policy that covers the SFCC Multipurpose Center, the college and its representatives against loss, damage and/or injury for the entire period of time that my group and its representatives are on college property. State Fair Community College assumes no responsibility for loss, injury or damage to any spectator or participant. In addition, I acknowledge reading the preceding information and agree to observe all stated guidelines.

Signature of Applicant (**REQUIRED**) \_\_\_\_\_ Date: \_\_\_\_\_

MPC Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_