



FACILITIES USAGE
APPLICATION

Facilities Scheduling
500 S. Davy Crockett Parkway
Morristown, TN 37813-6899
Office: (423) 585-2617
Email: requestspace@ws.edu

Applicants are to complete all information and sign as requested. Submit completed application to the approving office for processing.

I. INSTITUTION APPROVAL IS CONTINGENT UPON THE APPLICANT'S SUCCESSFUL COMPLETION OF ALL FINANCIAL AND/OR INSURANCE OBLIGATIONS AS MAY BE REQUIRED BY THE INSTITUTION.

Please type or print: Contact Person: _____
Name of Organization: _____ Contact Title: _____
Federal ID Number: _____ Work Number: _____
Mailing Address: _____ Cell Number: _____
City: _____ State: _____ Zip: _____ Email Address: _____

Will the person listed above sign the contract? If NOT, provide the information regarding who should receive contracts and invoices.

Name/Title: _____ Phone: _____ Email Address: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____

Please fill in completely

Non-Profit Organization/TN Sales Tax Exempt (Proof required) For-Profit Business or Organization Governmental Agency Other: _____

Location Requested: WSCC (Morristown) WSCE (Claiborne County) WSGC (Niswonger Campus) WSSC (Sevierville) Expo Center

Building/Area Name (if known) _____ Room Name or Number _____

Number of people expected: _____ Admission/registration fee? No Yes If Yes, Amount: \$ _____

Accommodation cannot be guaranteed for a larger attendance than you anticipated)

Date(s) Requested:	Time Requested (including set up and tear down): (daily beginning & ending times)	Actual Time of Event:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Detailed Description of Activity (indicate name and general topic if a speaker, this is how your event will be listed): _____

****Copies of marketing/advertising materials must be provided to WSCC's Office of Communications and Marketing prior to advertising the event!****

Please list any special needs below:

Food Service: For events on the Morristown Campus, please contact Campus Café (Stacy Stipes 423-736-8757).
 Room/Event Setup (Please note: Some rooms cannot be rearranged. Check all that apply): Tables: How many? _____ Chairs: How many? _____
 Classroom: Table and 2 chairs facing Theater: Rows of chairs, no table Rounds (6 chairs/table) Conference: Tables arranged in
 Conference: 2 tables arranged in a screen, "U" shape rectangle with opening in center rectangle with no opening in center
 Registration/Check In Table: Handout Table: Serving Tables: Other:
How Many? _____ How Many? _____ How Many? _____ Please attach diagram
 Audio/Visual: PC or Laptop Data Projector Screen DVD Player CD Player Microphone (handheld/lapel)
Will provide own laptop (Please indicate Mac or PC) _____

Parking: How many vehicles do you anticipate for this event? _____

Safety and Security: Determination of security requirements will be solely at the discretion of the Institution.

Other: _____

Expo Center Reservation ONLY:

- Food Services other than concessions: Contact Expo Center at 865-674-6003 _____
- Tables Number Needed: _____ Specific Arrangement: _____
- Audio _____
- Tractor and/or Skid Steer _____
- Panels - Set Up: _____
- Other _____

APPLICANT CERTIFICATIONS AND AGREEMENT TO TERMS OF USE: *(Please read carefully and sign. Application will not be considered if this section is not completed.)*

On behalf of the applicant, I acknowledge by signing below that the Institution has made a copy of TBR Policy 1:03:02:50 and Walters State Community College Policy 08:14:01 available for review. Applicant understands that submittal of this application shall constitute agreement by applicant to the following conditions, in addition to the conditions described in those policies:

- 1) The intended use of the Institution property and facilities by applicant does not violate, and actual use will not violate, the provisions of the Tennessee Board of Regents Policy on Use of Campus Property and Facilities or any policies or regulations of the Institution, or any federal, state, or local law or regulation.
- 2) Any use of college property and facilities pursuant to this application that is contrary to such policies, laws, or regulations or that is inconsistent with the activity as described in this application constitutes grounds for the institution to remove the activity from college property.
- 3) Applicant agrees to indemnify the institution and hold it harmless from liabilities arising out of applicant's use of institution property and/or facilities, including but not limited to personal injury, property damage, court costs or attorney fees.
- 4) Please attach any brochures, flyers or other advertisements for the event.

I hereby acknowledge that I have read the Applicant Certifications and referenced policies, and agree to abide by these requirements.

Name of Applicant

By: _____ Date: _____

Reservations for use of facilities are confirmed when the applicant receives notification from Walters State Community College authorizing the request. Due to the high demand for rooms, we will not confirm, pencil-in, or otherwise reserve space for non-affiliated groups by phone or verbal agreement. If there is any question as to the approval of your application, or if confirmation has not yet been received, please call 423-585-2617 or send an email to requestspace@ws.edu.

FOR INSTITUTIONAL USE ONLY:

APPROVED DENIED

Charges: Reservation Number(s): _____ Total Charges \$ _____

Date: _____ Facility: _____

Deposit: \$ _____

Comments: _____ Custodial: _____

Balance \$ _____

_____ Security: _____

_____ Technician: _____

Date of Deposit _____

Payments Made on Account:

_____ Equipment: _____

Date: _____ Amount: \$ _____

By _____ Utilities: _____

Date: _____ Amount: \$ _____

Agreement to _____ on _____

Agreement to _____ on _____

Walters State Community College is an AA/EEO employer and does not discriminate on the basis of race, color, national origin, sex, disability or age in its program and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Jarvis Jennings, Executive Director of Human Resources/Equity Officer, 500 S Davy Crockett Pkwy, Morristown, TN 37813.