



## APPLICATION FOR USE OF COLLEGE FACILITIES

**Dallas Campus** | 201 Highway 321 South | Dallas, NC 28034 | 704.922.6406 | [events@gaston.edu](mailto:events@gaston.edu) | Deanna Black

**Kimbrell Campus** | P.O. Box 1044/7222 | 7220 Wilkinson Blvd. | Belmont, NC 28012 | 704.825.6256 | [events@gaston.edu](mailto:events@gaston.edu) | Kelly Trantham

### CONTACT INFORMATION

Organization:		
Address:		
City:	State:	Zip:
Contact Person:		
Contact Email:	Contact Phone:	

### EVENT INFORMATION

Facility Requested:	
Date Requested:	Time Requested:
Purpose of Use:	
Estimated # of People Attending the Event:	

Audio/Visual assistance needed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date and Times Needed:
Housekeeping needed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date and Times Needed:
Visuals: <input type="checkbox"/> Computer (BRING PRESENTATION ON THUMB DRIVE) <input type="checkbox"/> Projector Screen <input type="checkbox"/> Video Projector <input type="checkbox"/> Whiteboard (Classrooms Only)	
Piano: <input type="checkbox"/> Yes <input type="checkbox"/> No – Myers Center Only – Location Needed: Room A, B or C -	
Audio: <input type="checkbox"/> Built in Podium Microphone <input type="checkbox"/> Hardwired floor stands <input type="checkbox"/> Wireless lavalier <input type="checkbox"/> Wireless handheld **Only Available in Auditoriums	

DALLAS CAMPUS: Myers Center Multipurpose Auditorium: # of tables:	# of chairs per table:
Arrangement:	Classrooms - # rooms and attendees:

KIMBRELL CAMPUS: Auditorium KCC 118: # of round tables needed:	# of chairs per table (seat 6-7 people per table):
Classrooms/Auditorium - # classrooms needed and # of attendees in each classroom:	**Rectangle Tables (seat 2 people per table) - # Needed:
Choose your Room Set Up: <input type="checkbox"/> Classroom Style <input type="checkbox"/> U Shaped <input type="checkbox"/> Other	

### Rental Guidelines

- All rentals are cancelled if College is required to close due to circumstances beyond its control, such as inclement weather.
- All College facilities are "smoke free."
- **The user must provide adequate liability insurance.** Insurance Requirements: Commercial GL \$1M per occurrence and \$2M aggregate listing Gaston College as an additional insured – See page 5 of Renters Manual for complete insurance requirements
- Gaston College **is not** responsible for personal injuries or property damages sustained by individuals while on the premises in connection with the rental of facilities.
- Users must remove all items or properties brought into the facility at the end of the event.
- The college prohibits possession and use of alcoholic beverages on campus.
- Payment of all charges is due **ten** days prior to rental.

The undersigned certifies that he/she has read and agrees to the regulations governing the facility usage as stated in the Facility Rental Manual. The undersigned further certifies that he/she is the authorized representative to act for and accept responsibility for the use of the facility. The undersigned must also comply with campus security directives and requests.

Signature:

Date: