

Sunflower County Consolidated School District Room Reservation Form

(Please Print)

Event Title: _____ Date of Function: _____

Group Name: _____ Time of Function: _____ to _____

Type of Event: _____ Setup length: _____ Minutes

Contact Name: _____ Contact Number: _____

Contact Address: _____ Contact E-mail: _____

Advisor Signature: _____ Advisor Phone: _____

Expected Attendance: _____

Please give a brief (25 words max.) description of your event: _____

Equipment Requested (fees may apply)

Non-A/V equipment:

Registration table outside room table inside room Podium Extra Chairs

A/V equipment:

Projector Laptop DVD/VCR TV/DVD/VCR

PA system # mics Custom A/V Setup (must speak with rep)

Recurring Events

Start Date: _____ End Date: _____

Frequency:

Weekly: Day of week: _____

Monthly: Day of month: _____

Other: Explain: _____

I understand my responsibilities in reserving this space: _____ Date: _____

(Signature)

Central Office use ONLY

Received/Recorded by: _____ Date: _____

Entered by: _____ Date: _____ EMS Res. No.: _____

Added to Master Calendar by: _____ Date _____

Work order needed, attach work order. Work order confirmed. Date: _____

Notes: _____

Please call 662/887.4919 with any questions.

IMPORTANT: CONTACT OUR TECHNOLOGY DEPARTMENT FOR ASSISTANCE IN RESERVING MEDIA EQUIPMENT FOR YOUR MEETING. ADVANCE NOTICE OF THREE BUSINESS DAYS IS REQUIRED FOR SERVICE.

IMPORTANT: All requests are subject to availability. You will be notified via e-mail whether or not your request has been granted. This can take anywhere from a few business days to a few weeks, depending on how far in advance the request was made.

SUNFLOWER COUNTY CONSOLIDATED SCHOOL DISTRICT

CONFERENCE ROOM POLICY

P.O. Box 70 · Hwy 49 N. 196 M.L. King Drive · Indianola, MS 38751

The Sunflower County Consolidated School District Conference Room (SCCSD), and its facilities are available for use of the public, when it is not being used by the District.

GUIDELINES FOR SUNFLOWER COUNTY SCHOOL DISTRICT CONFERENCE ROOM:

To ensure maximum benefits for the community, the following policy has been established:

The facilities are available without charge to responsible community service groups for special events only. These facilities are **NOT** available for parties of any nature, **NOR** is it available for partisan political activities. Reservations must be made in advance with name, address and telephone number of the responsible contact person and group.

The Conference Room is **NOT** available where admission is charged or a collection taken for: 1) the benefit of any political party, political or quasi-political movement or candidate; or 2) for any lecturer or entertainer; or 3) any form of private gain. On the other hand, responsible political groups are encouraged to use the space for business meetings and for public meetings for the expression of ideas, goals and points of view in the American tradition.

Facilities are available on a first-come, first-served basis only. Separate reservations must be made for each use, with the frequency of meetings maybe limited by the District. Requests for recurring meetings are subject to approval.

EACH GROUP SHALL BE HELD RESPONSIBLE FOR LEAVING ALL AREAS AND EQUIPMENT CLEAN AND IN GOOD ORDER, AND FOR ANY DAMAGES TO THE ROOMS, EQUIPMENT OR FACILITIES. ALL GARBAGE GENERATED BY THE GROUP MUST BE BAGGED AND PUT IN THE TRASH RECEPTACLE.

PLEASE MAKE SURE YOU CHECK THAT YOU HAVE ALL YOUR BELONGINGS WITH YOU. WE CANNOT BE HELD LIABLE FOR ANY ITEMS LEFT BEHIND, HOWEVER, WE WILL DO OUR BEST TO FORWARD THEM TO YOU SHOULD WE FIND ANY.

Maximum capacity of the room is 81 persons.

Children are **NOT** permitted inside or outside the building without adult supervision.

Alcoholic beverages may **NOT** be served, dancing is **NOT** permitted, and smoking is **NOT** allowed in District Conference rooms. No animals, except service animals, are allowed on the premises.

Only light snacks/beverages are allowed and must be served in the conference room. Appropriate snacks/beverages are as follows: coffee, canned soda, water, cookies, doughnuts, bagels or muffins. There is no access to the employee kitchen.

Signs may not be attached to the outside of District property. Any freestanding signs outside the building must be removed at the conclusion of your event. Attachment of any signs or other material inside the building must be pre-approved by the District and may ONLY BE with approved method of attachment or display.

Sunflower County Consolidated School District reserves the right to cancel a reservation if the space is needed for its own use. However, every effort will be made to give adequate, advance notice.

Violation of these policies governing the use of the Conference Room, creation of a disturbance, or property damage will cause cancellation of a group's privilege for further use of this space.

- The conference room for weekend usage will be open and/or by SCCSD personnel.
- Children are not permitted inside or outside the building without adequate adult supervision
- Tables and chairs are available, but each group is responsible for setting them up and putting them away.
- Only light snacks are allowed and must only be served in the conference room.
- Spot checks maybe made by SCCSD staff during scheduled functions to ensure proper use of facilities.
- A complete list of policies governing the use of SCCSD Conference Room is attached.
- SCCSD must be informed if the event has been canceled so others may use the room.
- **SMOKING IS NOT ALLOWED.**
- **CARPOOLING IS HIGHLY RECOMMENDED AS PUBLIC PARKING IS VERY LIMITED.**
- **NO DOUBLE PARKING IS ALLOWED ON WEEKDAYS** (when the parking lot is filled, please use the parking area at the Bus Barn).

ADDENDUM FOR CONFERENCE ROOM USE

The District can supply the visiting group/organization with the following:

- A flip chart easel is available, upon request; you must supply your own charts.
- Overhead projector is available, *with prior notification*.
- Copies can be made, during normal business hours, although there is a fee of \$.15 per copy.

Sunflower County Consolidated School District **DOES NOT** supply the following:

- Pens/Pencils
- Paper or markers for the flip charts
- Coffee maker/filters
- Eating utensils

PLEASE BE SURE TO READ THROUGH THEM AND CONTACT MS. JOSEPHINE DUIGAN IF YOU HAVE ANY QUESTIONS.

Signature

Date