



Salt Lake Community College @ The Miller Campus

9750 South 300 West - Sandy, Utah 84070 (801) 957-5200 / FAX: 957-5300
Business Hours: 8:00 AM - 4:30 PM

Scheduling Request Form

Today's Date: _____ SLCC Representative: _____ Event ID#: _____

Event Information

_____ Title of Event _____ Attendance _____
 _____ Start Date _____ End Date _____ to _____
 Time(s) of event _____
 Building: _____ Room #: _____ Conference Room # of Sections: _____
 Set-up Instructions (MFEC 203, 117, KGMC): Theatre Classroom Banquet U Shape Other
 Any other special set up or notes: _____

Client Information

_____ Company Contact _____ Contact Direct Phone _____
 _____ Organization Requesting Space/Room Reservation _____ Email _____
 _____ Billing address _____ City _____
 _____ State _____ Zip Code _____ Company Telephone Number _____ Company Fax Number _____

Payment Information

(We do not accept cash.)

Check #: _____ ***Make checks payable to: "Salt Lake Community College"**
 Event Cost: _____ Required 25% Deposit: _____ Payment received: _____

I, _____, representing _____
 (Name on Credit Card)

hereby grant permission to Salt Lake Community College, Miller Campus Scheduling and Cashiering offices, to process charges against my credit card for deposits and balances due (including charges incurred as per additional requests) corresponding only to contracted services connected with this event. 3-days prior to event, full payment is due. How will that payment be made? _____

 (Cardholder Billing Address or Check if Same as Above) (Billing City, State, Zip Code or Check if Same as Above)

 CC Authorized Signature (Also Sign Contract Below)

 Date

*Credit Card Number _____ Exp Date: _____

**Credit card information will be destroyed upon completion of the contract.*

Catering Services

Will you need event day Catering Services? Yes ___ No ___

Media Services

Event Name: _____ 0 _____ Event Date: _____ 0-Jan-1900 _____ Event ID #: _____ 0 _____

Furnishings/Staging

AV Media

<input type="checkbox"/> Booth (curtains, table, chairs, power)	\$60
<input type="checkbox"/> Curtains, Backdrop w/frame	\$40
<input type="checkbox"/> Curtains, Vendor booth 3' high	\$10
<input type="checkbox"/> Curtains, Vendor booth 8' high	\$20
<input type="checkbox"/> Banner Installation	\$20
<input type="checkbox"/> Easel	\$0
<input type="checkbox"/> Flag, American	\$10
<input type="checkbox"/> Flag, Utah State	\$10
<input type="checkbox"/> Flip Chart Pad	\$25
<input type="checkbox"/> Microphone Stand	\$10
<input type="checkbox"/> Photo Copies	10¢
<input type="checkbox"/> Podium, Free standing	\$10
<input type="checkbox"/> Podium, Desk Top	\$10
<input type="checkbox"/> Projection Screen 6' or 8'	\$20
<input type="checkbox"/> Projection Screen 14'	\$40
<input type="checkbox"/> Registration Table	\$0
<input type="checkbox"/> Stage Risers - Per 6' x 8' Riser	\$20
<input type="checkbox"/> Table Skirting	\$20
<input type="checkbox"/> White Board	\$15

<input type="checkbox"/> Camcorder, VHS	\$25
<input type="checkbox"/> Camcorder, Blank tape	\$5
<input type="checkbox"/> Camcorder w/Tripod	\$30
<input type="checkbox"/> CD/Cassette Player	\$30
<input type="checkbox"/> Blank cassette tapes	\$3
<input type="checkbox"/> Conference Phone	\$15
<input type="checkbox"/> DVD Player	\$20
<input type="checkbox"/> Ext. Cord Power Strip	\$5
<input type="checkbox"/> Internet Connection	\$0
<input type="checkbox"/> Mixer	\$40
<input type="checkbox"/> Projector, LCD	\$60
<input type="checkbox"/> Projector, Overhead	\$10
<input type="checkbox"/> Projector, Slide	\$20
<input type="checkbox"/> Hearing Assistance (4 people/unit)	\$50
<input type="checkbox"/> Sound System, No Microphone	\$40
<input type="checkbox"/> Sound System, Portable	\$90
<input type="checkbox"/> Sound System, w/Corded Microphone	\$40
<input type="checkbox"/> Sound System, w/Wireless Lapel Mic.	\$50
<input type="checkbox"/> Sound System, w/Wireless Handheld Mic.	\$50
<input type="checkbox"/> Additional Microphones	\$10
<input type="checkbox"/> Telephone Connection	\$10
<input type="checkbox"/> TV/VCR	\$20
<input type="checkbox"/> VCR	\$20
<input type="checkbox"/> Visualizer Doc Cam	\$30
<input type="checkbox"/> Wireless Mouse	\$10

**** = Included with room.**

***# = Number of units requested.**

Software needed: _____

*** Prices are subject to change without notice. (Tech Charges -- \$35/hr)**

***Need 2-weeks notice and proof of license for special Software.**

Special Notes: _____



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Event Usage and Reservation Contract (040407)

0				
Organization Requesting Space/Room Reservation				
0				
Title of Event				
0			0	
Billing Address			City	
0	0	0	0	
State	Zip Code	Telephone Number	E-mail	
0-Jan-1900	0-Jan-1900	0-Jan-1900	12:00 AM to 12:00 AM	0
Today's Date	Start Date	End Date	Time(s) of event	Attendance
0		0	0	0
Company Contact		Telephone Number	Fax Number	Event ID #
0				
SLCC Representative				

Conditions of Contract

USE AGREEMENT: All Miller Campus reservations are tentative until a signed contract is in the possession of the Miller Campus staff. **A 25% deposit** must accompany any contract, with the **balance due three (3) days prior to the contracted event.** Details of the event reservations are set forth in this contract and are agreed upon by the organizations/person entering into this contract.

TIME USAGE CLARIFICATIONS: Miller Campus business hours are **8:00 a.m. to 10:00 p.m.** For contract time frame purposes the terms "half-day" and "full-day" shall be used to designate rental periods and are differentiated in the following way.

- (1) **Half-day any Five (5) or less hour block of time.**
- (2) **Full-day any Five (5) to Nine (9) hour block of time.**

Setup and take down will be conducted during these blocks of time. Any time required beyond the contracted period will be billed at a **rate of \$50.00/half hour.**

CANCELLATIONS: Any cancellation by the organization / person after a contract has been signed shall result in the forfeiture of an identified percent of the total dollar amount of the negotiated contract. This forfeiture amount will adhere to the following schedule.

- Cancellation of event **six to ten (6 - 10)** business days prior to the event forfeits **25%** of negotiated contract(s).
- Cancellation of event **four to five (4 - 5)** business days prior to the event forfeits **50%** of negotiated contract(s).
- Cancellation of event **one to three (1 - 3)** business days prior to the event forfeits **100%** of negotiated contract(s).

EVENT SCHEDULING: The organization/person will designate a contact person who will be responsible for coordinating with Miller Campus staff event reservations, room/area configuration(s) or alterations-including contract billing. Changes to confirmed room/area reservation setup(s) less than three (3) days prior to the event shall be subject to an additional charge (see equipment and rental rates document for prices). Special software/hardware set ups/configurations necessary for an event, that are not provided by SLCC, must be provided to Miller Campus information technology staff at least two weeks prior to the event, with appropriate licenses. Persons providing training in afore mentioned software/hardware must provide documentation of qualification to provide instruction in said software/hardware. All space/area, room and equipment needs must be scheduled through Miller Campus coordinating staff.

SPACE UTILIZATION: The organization/person has inspected the premises and accepts the condition in which it was found and will hold Salt Lake Community College, its Governing Board, the Miller Campus and employees harmless by reason of any accident, injury or claim of damage. The organization/person acknowledges that other organizations/persons may be using the center and will not commit nor permit to be committed any act which may interfere with the right of usage by other organization(s)/person(s).

CATERING SERVICES: All food and beverage prepared, sold or consumed at the Miller Campus site (excluding vending machines) **shall be contracted through one of the approved and/or contracted caterers.** To allow the best service possible, minimum advance notice of 72 hours is required on all catering orders. Any orders received within 72 hours of an event may not be accommodated at the discretion of the caterer.

CONDITIONS OF PREMISES: The organization/person is responsible for all damages or losses to the room(s), area(s), furniture, fixtures or equipment that has been reserved, excepting normal wear and tear. **Furniture, fixtures, etc., are not to be moved nor the attachment of any signs posters or other articles to walls, including interior, and exterior doors, furniture, windows, or fixtures without prior approval from Miller Campus management. Failure to receive approval will result in an additional charge** to the organization/person (see equipment and rental rates document for prices). Should the facility being rented need special non-routine cleaning due to event activities, an additional charge to the organization/person shall be assessed (see equipment and rental rates document for prices). Loading or unloading of supplies and equipment is to be done in approved receiving areas, after which all vehicles shall be moved to designated parking areas. All room/area decorations must be approved by Miller Campus administration. **ABSOLUTELY NO HELIUM FILLED BALLOONS WILL BE ALLOWED IN THE MILLER CAMPUS CONFERENCE CENTER AND LOBBY.**

ADHERENCE TO LAW: All activities will be conducted in accordance with college, federal, state and local laws and regulations for higher education facilities which include but are not limited to: Title II of the Americans with Disabilities Act, the consumption of food and beverages, nonsmoking requirements, use of copyrighted material(s), etc. Miller Campus management reserves the right to remove any individual(s)/or organization(s), who are considered unruly, disruptive or abusive of college, federal, state or local laws and regulations. Should such action be warranted no refund will be granted. The organization/person agrees to pay all costs, expenses and fees incidental to the organization/person using the premises and to indemnify and hold SLCC Miller Campus free and harmless -- keeping the premises free from all liens. In the event of legal action arising from this agreement, the non-prevailing party agrees to pay the prevailing party attorney's fees.

AVOID POTENTIAL PROBLEMS: Should special considerations, accommodations, or variations be necessary during the implementation of this contract the organization/person shall be responsible for contacting Miller Campus management to avoid problems and unnecessary charges.

LIABILITY FOR PERSONAL OR EVENT MATERIAL: The Miller Campus is in no way responsible for damage to or loss of personal or event related material(s) that are not the property of the Miller Campus. The Lessee is solely responsible for any materials transported or delivered to, used or remaining at the Miller Campus.

FACSIMILE CONTRACTS: Any contract that is signed by the lessee, faxed to the Miller Campus, and signed by an authorized Miller Campus representative, will be considered legally binding until the lessee provides Miller Campus with the original signed hardcopy contract.

ADDENDUMS: All requested changes, modifications, alterations and/or exemptions to this contract are considered invalid without a clearly outlined and attached addendum, approved and signed by the Miller Campus Executive Dean. The Miller Campus Executive Dean reserves the sole right to approve or deny all requested addendums to this contract.

The organization/person agrees to notify Miller Campus staff of any change(s) in the reservation three (3) days prior to the event to receive an accommodation.

APPROVAL AND AGREEMENT SIGNATURES:
Organization/Person

Authorized event representative (Lessee)

Today's Date

SLCC Miller Campus Representative

Authorized SLCC Miller Campus representative

Today's Date