

**North Central  
Missouri College**

**Ketcham Community Center  
RENTAL REQUEST FORM**

Rental Day Of The Week:
Rental Date(s):

Name of Group/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City, State & Zip \_\_\_\_\_

Type of Event: \_\_\_\_\_ Number of Participants: \_\_\_\_\_

Paid in Full: \_\_\_\_\_ YES / NO \_\_\_\_\_ Time Rented Out: \_\_\_\_\_

Room(s) Requested: ( \_\_\_ 1/2-Court; \_\_\_ Full Court) *Ketcham Center Gymnasium* -- \_\_\_\_\_

For gym set-up, you must meet with KCC personnel for set-up approval. Refer to KCC Gym Rental Form

\_\_\_ *Alexander Student Center (ASC) (56' x 24')* Food Area (12' x 24') \_\_\_\_\_

\_\_\_ *Sugg Conference Room\**: (28' x 53')                      HOURS ↓ \_\_\_\_\_

ASC/SUGG	4 hours	8 hours	All Day		8AM-12PM
Rates	\$45	\$80	\$100		12PM-4PM
Rental Total					4PM-8PM

\_\_\_ *After hours \$10 per hour/ per employee.*                      ✓ (Check Block) \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

**Equipment Needed (indicate number):**

\_\_\_ Chairs; Tables: ( \_\_\_ rectangular \_\_\_ round)\*; \_\_\_ Podium; \_\_\_ Dry Erase Board; \_\_\_ Projector/Computer♦

\_\_\_ DVD/VCR/Monitor(s); Public Address System: ( \_\_\_ lapel \_\_\_ handheld) #; \_\_\_ Overhead Screen;

\_\_\_ Food Service/Catering ##; **Electronic message board:** \_\_\_\_\_

*\* The arrangement and style of set-up will dictate the maximum number of participants. (Banquet style seating: approx. 92; Theater style: approx. 120; Classroom style: approx. 48). We can comfortably fit 6 chairs per round and 3 chairs per rectangular.*

*♦ You must contact the Computer Services Help Line @ 660-359-3948 Ext. 1214. I.T. will issue you a username and password the will last for the day only. If you do not have this information from IT, you can not access the computer system!*

*# We have 1 lapel, 1 cordless, and 4 corded microphones available.*

*## Please note, food service/catering available through Great Western Dining. To make your arrangements, contact George Moore at 660-359-3948, Ext. 1248. (Food service/catering will be billed separately.)*

**Brief Description of Room Set-up** ~ (i.e., number/size of chairs and/or tables, how they are arranged--theater style, class room style, banquet style etc.): Please use the **back** of this form to show your desired floor plan.

\_\_\_\_\_

- ❖ It is has been agreed that the rental fee for the above-described event will be \$\_\_\_\_\_.
- ❖ If advertising your event, this location should be described as: **Alexander Student Center or Ketcham Community Center on the campus of North Central Missouri College.**
- ❖ There will be **no soliciting** on the North Central Missouri College/KCC/ASC premises.
- ❖ I understand that Ketcham Community Center and ASC, as a part of North Central Missouri College, is a non-smoking facility and adheres to an alcohol-free policy. Therefore, all members of my/our group will respect this **no smoking and/or no alcohol** policy.
- ❖ Finally, I understand that it will be necessary to provide adequate adult supervision to protect the property of both the colleges ASC and Community Center and that **I/we will be responsible for any damages.**

**Please return this completed form to: NCMC/Ketcham Community Center, 1301 Main St., Trenton, MO 64683 Phone #: (660)-359-3948 ext. 1450; FAX 660-359-7864**

**Form must be turned in 1 week prior to event to accommodate setup.**

\_\_\_\_\_  
Signature of Responsible Party    Phone Number    Date

NCMC Department: \_\_\_\_\_

<b>Office Use Only:</b> Date Received _____	Paid by: ( ) Cash ( ) Check # _____	Amount \$ _____
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