



MISSISSIPPI DELTA  
COMMUNITY COLLEGE

THE CAPPS TECHNOLOGY CENTER  
FACILITY RESERVATION FORM

Name of organization \_\_\_\_\_

Name of your event, the purpose, and your intended audience \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ County: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone # \_\_\_\_\_ E-mail address: \_\_\_\_\_

Do the participants pay a fee to attend? \_\_\_\_\_

Type of Organization:  Non-Profit  Government  Educational  Other

Date of Event: \_\_\_\_\_ Estimated attendance: \_\_\_\_\_

Time Event begins (including setup): \_\_\_\_\_ Event ends (including break-down): \_\_\_\_\_  
**(Access to the room to set up begins at 8am.)**

Please review the attached room diagram. Attach a diagram of the room set-up you need if different. 5 days advance notice is requested for special set-up and fees apply. \_\_\_\_\_  
Equipment, tables, or chairs are moved only by maintenance staff.

Types of Rooms Requested: \_\_\_\_\_ Standard Classroom \_\_\_\_\_ Seminar Room \_\_\_\_\_ Computer Lab  
\_\_\_\_\_ Conference Room \_\_\_\_\_ High Bay \_\_\_\_\_ Kitchen

Audio/Visual Equipment (projection system, microphone, etc.) Specify Needs: \_\_\_\_\_

For office use only: Security Needed: \_\_\_\_\_Yes \_\_\_\_\_No (Security fees apply.)  
For office use only: (Will food or beverages be served? \_\_\_\_\_Yes \_\_\_\_\_No (Service fees apply)

By signing this document, I acknowledge that I have read and understand the rules and regulations set forth within this agreement. I further understand that my signature hereby releases Mississippi Delta Community College/Capps Technology Center from any liability during the time of occupancy of said facility.

Signature of Person in Charge of Event \_\_\_\_\_ Date \_\_\_\_\_

Todd Donald, V.P. of Workforce and Economic Development \_\_\_\_\_ Date \_\_\_\_\_  
MDCC/Capps Technology Center

Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Steven J. Jones, Vice President of Administrative Services, Tanner Hall, Suite 202, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; [EEOC@msdelta.edu](mailto:EEOC@msdelta.edu).