



MESA COMMUNITY COLLEGE PERFORMING ARTS

Application for Use of Facilities

Fill out completely & return to

Mesa Community College
Office of Performing Arts Operations
1833 W Southern Ave Mesa AZ 85202
Or fax to: (480) 461-7981

Applicant: _____		Title: _____		Date: _____	
Organization: _____				Nonprofit: <input type="checkbox"/>	Profit: <input type="checkbox"/>
Address: _____					
City: _____		State: _____		Zip: _____	
Day Phone number: _____		Work: <input type="checkbox"/>	Cell: <input type="checkbox"/>	Home: <input type="checkbox"/>	
Evening Phone number: _____		Work: <input type="checkbox"/>	Cell: <input type="checkbox"/>	Home: <input type="checkbox"/>	
Fax: _____			Estimated Attendance: _____		
Box Office/Public Information Number: _____					
Email address: _____					
Website address (if applicable): _____					
Where will tickets be available (if applicable): _____					

Event Name: _____

Brief Description of Event

Please indicate the desired schedule for your event

Date	Load In/Setup Start Time	Rehearsal Start Time	House Open Time	Event Start Time	Event End Time	Load Out Time

Which venue are you interested in?

MCC Performing Arts Center (462 Max Capacity)

MCC Theatre (270 Max Capacity)

Navajo Room (300 Max Capacity)

Community Room (165 Max Capacity)

Stage Setup

Please describe your desired staging setup i.e. Chairs, podium/lectern, AZ/USA flags, risers, platforms etc.

Technical Setup

Please describe the technical needs of your event i.e. Lighting, Audio, Video, Media/Projections etc.

Does your event use of pyrotechnics or open flame?

Yes

No

Does your event use prop weapons of any kind?

Yes

No

All pyrotechnics and/or prop weapons will be vetted by the Venue Manager and, if necessary, MCC Public Safety and the City of Mesa Fire Marshall. We cannot guarantee that these effects will be permitted.

Is your event ticketed?

Yes

No

Are you requesting Box Office support?

Yes

No

Ticket Prices _____

MCC does offer Box Office support for events (Additional charges may apply)

Are you planning to sell concessions?

Yes

No

Are you planning to sell merchandise?

Yes

No

Please note that MCC collects 10% from merchandise sales.

Additional Comment

Please let us know of any additional specifics that would aid us in serving you.

IMPORTANT – PLEASE READ CAREFULLY!

With respect to the Applicant’s use of MCC PAC Facilities, the applicant agrees to:

1. Comply with all federal, state, and municipal laws and regulations in addition to the rules of the school and to provide adequate supervision of all activities. Abide by all college and district policies while using the school facilities.
2. Indemnify, defend, and hold harmless, MCCCCD and MCC from any loss or claim for damages by reason of any bodily injury or property damage arising out of such use. A minimum of four hours is required each day of usage to secure the facilities.
3. Provide a CERTIFICATE OF INSURANCE from the applicant’s insurance carrier certifying that the applicant carries liability insurance at limits of not less than \$1,000,000.00 per occurrence on Bodily Injury and \$1,000,000.00 per occurrence on Property Damage.