



MORaine
PARK
TECHNICAL COLLEGE
AA/EOE

Application for Rental of MPTC Facilities

Billing Information Sent to:

Contact Name _____
Group/Agency Title _____
Address _____

Day Phone Number _____
Evening Phone Number _____
E-Mail Address _____
Nonprofit Tax-Exempt Number _____

The following is a confirmation of scheduled Moraine Park Technical College facility usage. Room availability is subject to change, as educational needs of the College have priority. Applications must be made at least 30 days in advance, and a signed application form must be sent to the Campus Contact, within 10 business days of the event. Emergency requests from community nonprofit groups will be considered on a case-by-case basis. **Groups/agencies not supplying a nonprofit tax-exempt number and nonprofit organizations charging an admission or participation fee will be billed.**

Campus Location/Contact:

- Beaver Dam** Katrina Edgren, 920-887-1732
700 Gould Street, Beaver Dam, WI 53916-1994
- Fond du Lac** Donna Spannbauer, 920-924-3223
235 N. National Ave., Fond du Lac, WI 54936-1940
- West Bend** Nancy Zuern, 262-335-5896
2151 N. Main Street, West Bend, WI 53090-1596

Event Title _____

Day / Date _____
Room Number _____ **Time** _____
Number of attendees _____

Room Setup – (Check choice)

- Classroom**
- U-Shape**
- Square**

Technology Needs (prices apply to groups without tax-exempt #)

Not all technology needs available at Beaver Dam campus.

- TV/VCR (\$20/day)
- Teleconference setup (\$50/hr.)
- Satellite downlink setup (\$50/hr.)
- Videotaping (\$35/hr.)
- Firewall consultant (\$55/hr.)
- Multiple microphone system (\$50/day)
- Flipchart (\$10 each) Quantity _____
- LCD projector (\$50/day) (provide your own laptop)
- IVC videoconference with mandatory testing (\$85/hr.)
- Video camera, microphone, tripod (\$75/day)

Food Service Arrangements can be made by calling the caterer directly or arrangements can be made by Moraine Park staff for a fee of \$20 per hour:

- Beaver Dam Food Service is not available**
- Fond du Lac Please contact Jane Boda, Boda's Catering & Restaurant at 920-922-9931**
Donna Spannbauer, Moraine Park contact,
235 N. National Ave., Fond du Lac, WI 54936-1940
- West Bend Please contact Woody, Woody's Steakhouse & Catering at 262-689-3979**
Nancy Zuern, Moraine Park contact,
2151 N. Main Street, West Bend, WI 53090-1596

Liability/Insurance

All users are responsible for damage caused to persons or property as a result of intentional or negligent conduct during their use of the facilities or equipment. User is responsible for MPTC's reasonable attorneys' fees and costs incurred to enforce this procedure including, without limitation, the above hold-harmless obligation. Individuals, groups or organizations using MPTC facilities should make arrangements to provide adequate insurance coverage for themselves and those participating in the event. All users shall agree by signing this application for use to hold Moraine Park Technical College harmless with respect to any damage to property or injury to persons occurring as a result of their use of the facilities or equipment. Lessees and/or his/her representatives must adhere to all restrictions included but not limited to those on attached page. **48-hour notification of cancellation is required. Failure to provide adequate notification may compromise future ability to access Moraine Park facilities.** Following signature confirms that group/agency does not discriminate with respect to membership in its organization or admission to the proposed use on the basis of race, color, creed, national origin, ancestry, religion, sex, handicap, age, marital status, sexual orientation, or political affiliation.

Signature _____ **Print Name** _____ **Date** _____

BILLING INFORMATION: Room = ____ hrs. x \$ ____/hr. = \$ _____ Technology = \$ _____

Food Service Arrangements = ____ hrs. x \$20/hr. = \$ _____ Food = _____

TOTAL CHARGE = _____