



Independence

COMMUNITY COLLEGE

Room Scheduling Request – General Public

Name: _____

Phone: _____

E-mail: _____

Billing Address: _____

Date(s) Room Needed: _____

Set-up Time & Date: _____

Clean-up Time & Date: _____

Today's Date: _____

Group/Organization: _____

Type of Activity: _____

Number of Attendees: _____

Room Requested:

☐ ICC Room _____

☐ ICC West Woods Family Community Center

Facilitie	Daily Rate Plus	Subtotal Charges
ICC West Conference Room	\$100.00	
Woods Family Community Room, & Lobby	Non-Refundable	4 Hours
Woods Room with Small Kitchen Weekly	\$ 100.00	\$200.00
Woods Room/Small Kitchen Weekend	\$ 100.00	\$175.00
Extended Use - 3 day minimum – Daily	\$ 100.00	\$125.00
Non-Profit Organizations-Provide	\$ 100.00	\$100.00
ICC Employee Set up / Tear Down		\$75.00
Lost Key Replacement		\$200

Alcohol Use*	\$ 200.00	\$ 175.00	\$ 375.00
* Specify hours alcohol will be served: _____ a.m./p.m. to _____ a.m./p.m.			
Event Security/Staff Member Charge -- \$25 per hour (1 hour prior through 1 hour after event)			
Total Event Charges \$			

Please mark the items below you wish to utilize during your event.

EQUIPMENT AVAILABLE FOR USE	Estimated Replacement Charge
Keyboard Piano	\$1500
Microphone(s) each	\$500 to \$700
Podium	\$250
Sound System	\$5000 to \$7000
Projector(s) each	\$570
Laptop Computer	\$1000

Cancellation of Room Reservation(s)

Date of cancellation: _____

Name of person cancelling reservation: _____

Signature of person cancelling reservation: _____

Please return this form along with payment and deposit to:

Olivia Finley @ ICC Main Campus

Academic Building AC116

1057 W. College Ave.

Independence, KS 67301

Make Checks out to ICC

For questions please call (620)332-5428 or email
ofinley@indycc.edu



The Woods Community Room is a shared space designed for all to enjoy and use responsibly. Please help maintain its cleanliness and organization so everyone can benefit from a clean and safe environment. Together, we can keep this space welcoming and functional for the entire community.

ICC reserves the right to refuse, deny, or cancel any room request at its discretion, without obligation to provide reason. Facilities are not available to organizations or groups seeking to conduct religious services or partisan political activities, excluding the use of the community center with rental charges applied and utilization after business hours. **The renters will not use Independence Community College's name or likeness on any invitations or marketing material. The appropriate address to use is 2615 W. Main St. Independence, KS 67301. All marketing material must be approved by ICC.**

Board Policy PSL714 prohibits use or distribution of weapons, alcohol, or illegal drugs on property owned or leased by the College. The Board reserves the right to exempt certain provisions of this policy and grants the President of the College the authority to make exemptions for specific functions held in campus facilities. Complete the Rental with Alcohol application for consideration.

Deposit and Fees: Rooms cannot be reserved without complete paperwork (available at www.indycc.edu or on-site). Scheduling is required at least two (2) weeks prior to the activity or event. ICC functions receive priority in facility use. All deposits, as listed in the rental application, are due with the completed application. Deposits are non-refundable. Deposits may be made by check or cash.

Replacement and cleaning fees are listed on the Check Out List and may be applied at ICC's discretion. **The room rental fee is due in full two weeks before the event.**

For a room rental on the ICC Main Campus or ICC West, return the Room Scheduling Request Form and Payment to ICC Main Campus, Academic Building 116, or mail to 1057 W. College Ave Independence, KS 67301, Attn: Olivia Finley

Key and Equipment: Key is secured inside a key box at ICC West campus. Code to box will be provided to renter upon completion of paperwork and paid deposit. Equipment available for use is on site, some in the storage closet and kitchenette. **ICC is not responsible for thefts and/or loss of personal property. ICC is also not responsible for any personal injuries.**

Renter Signature _____ Date: _____

ICC Staff Signature _____ Date: _____

For office use only:							
Security deposit paid	Date	Check #	Amount				
Date rental fee paid	Date	Check #	Amount	Charges applied	Date	Check #	Amount
Date set up fee paid	Date	Check #	Amount	Security Guard Fee	Date	Check #	Amount
Key returned	Date						

Not drawn to scale

Storage
Closet

Tables & Chairs

190—Chairs 24—
Round Tables 5—
8' Tables 3—6'
Tables

11' Wide

11' Long

81' Long

Prizes

41' Wide

Kitchen



Woods Family Community Center Rental with Alcohol

Board Policy PSL714 prohibits use or distribution of weapons, alcohol, or illegal drugs on property owned or leased by the College. The Board reserves the right to exempt certain provisions of this policy and grants the President of the College the authority to make exemptions for specific functions held in campus facilities. Complete the Rental with Alcohol application for consideration.

The Renter understands that anyone under the age of 21 is not permitted to consume alcohol. The Renter shall be solely responsible for any and all damages to the premises and/or ICC property by the Renter, Renter's guests/invitees and any third party permitted on the premise by the Renter. All costs of repair, maintenance, and replacement above the rental amount shall be the sole cost of the Renter. ICC is not responsible for thefts and/or loss of personal property.

The purpose of this document is to request the use of alcohol at Independence Community College. Pertinent information is included below as to the person responsible, address, phone number, E-mail address, type of activity, time of activity time, signature and date.

Name: _____

Address: _____

Phone: _____ E-mail address: _____

Date(s) of Function: _____

Type of Activity: _____

Time of Activity: _____

The Renter must be 21 years or older. Verification is required.

My group event **will not** be using or serving alcohol. _____ **(Renter's Initials)**

Signature: _____

Date: _____

Approval

President: _____ Date: _____

Note: A \$25.00 per hour ICC Security Guard fee will be assessed with the use of alcohol during an event. ICC Security will contact the Independence Police Department (IPD) if any confrontations arise or if anyone appears to be intoxicated and attempts to leave the premises without a designated driver. Alcohol is only allowed in the Woods Family Community Center with the approval of the ICC President. No alcohol is allowed outside the building. _____ **(Renter's Initials)**



Independence

COMMUNITY COLLEGE

Room Scheduling Request - Main Campus

Name: _____ <i>Individual/Organization</i>	Today's Date: _____
Phone: _____	E-mail address: _____
Billing Address: _____	
Date(s) Room Needed: _____	Type of Activity: _____
Set-up Time & Date: _____	Clean-up Time & Date: _____
Organization: _____	Number of Persons: _____

Room Requested:

RENTAL CHARGES

Facilities	Non-Refundable Deposits	Plus Daily Rate	Total	Facilities	Non-Refundable Deposits	Plus DailyRate	Total
Fireside Room	\$ 50.00	\$ 100.00	\$150.00	Fieldhouse	\$ 50.00	\$100.00	\$150.00
Inge Theatre	\$100.00	\$ 275.00	\$375.00	Classrooms & Conference Rooms	\$ 25.00	\$50.00	\$75.00
Technician Fee	\$ 50.00	\$ 100.00	\$150.00	Heritage Room	\$ 50.00	\$100.00	\$150.00
Blackbox Theatre	\$ 50.00	\$ 100.00	\$150.00				
Total Event Charges \$							
Equipment Reservation with estimate replaced charges: Please indicate what you need ???							
Microphones	\$500 Per Mic			Laptop Computer	\$1000		
Podium	\$250			Sound System	\$5000-7000		
Projector	\$570						

Cancellation of Room Reservation(s):

Name of person cancelling reservation:	Date of cancellation:
Signature of person cancelling reservation:	Deposits are non refundable

Please return form along with payment and deposit to:
Olivia Finley @ ICC Main Campus
Academic Building AC116
1057 W College Ave.
Independence, KS 67301
Make Checks out to ICC

Any damage to the building shall be at the expense of the Lessee.
Any amount due which exceeds the prepaid rental fees will be billed.

Fee waivers per Presidential Approval.
Private functions of any 501(c)(3) or nonprofit entity Reduced rate.

For questions please call (620)332-5428 or
email ofinley@indycc.edu