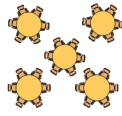


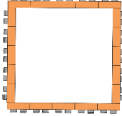
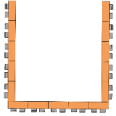


- BHC Bullhead City
 CCC Colorado City
 LHC Lake Havasu
 NCK Kingman
 AMTC Adv Mfg Training Ctr
 BSC Beale Street
 DAC Detroit Avenue

Event Day & Date:		Event Name:		Organization/Department:	
Event Start & End Times:			Arrival & Departure Times: <i>(Set Up & Break Down)</i>		
Space Requested:			Attendance #:		
Requestor's Contact Name:		Phone:	Email:		
Day of Event Contact Name: <i>(If Different than Above)</i>		Phone:	Email:		
While Mohave College aims to provide the equipment listed free of charge, there may be a fee assessed for special requests and events outside of normal business hours.					
Requested Equipment: <i>(Campus & Building Specific)</i> <input type="checkbox"/> Computer(s) <input type="checkbox"/> Microphone <input type="checkbox"/> Podium <input type="checkbox"/> TV Monitor <input type="checkbox"/> Whiteboard <input type="checkbox"/> Internet Access <input type="checkbox"/> ZOOM Capable Space <input type="checkbox"/> Other <i>(Describe):</i>					
Requested Room Layout: <i>(Please Note: Some Rooms have Limited Setups)</i> <div style="display: flex; justify-content: space-between;"> <div style="width: 15%;"> <input type="checkbox"/> Banquet  <input checked="" type="checkbox"/> Round <input checked="" type="checkbox"/> Rectangle </div> <div style="width: 15%;"> <input type="checkbox"/> Classroom  </div> <div style="width: 15%;"> <input type="checkbox"/> Theater  </div> <div style="width: 15%;"> <input type="checkbox"/> Conference  </div> <div style="width: 15%;"> <input type="checkbox"/> U-Shape  </div> </div>					
Event Description:					
Date of Request:			Requestor's Signature:		

For Office Use Only

Space Assigned:	
Event Details & Special Requests: <input type="checkbox"/> Facilities Support <input type="checkbox"/> IT Support <input type="checkbox"/> Catering <input type="checkbox"/> Security <input type="checkbox"/> Misc. Support	
Board Approved Fee Schedule: <i>(See page 2)</i> <input type="checkbox"/> Category 1 (Internal) <input type="checkbox"/> Category 2 <input type="checkbox"/> Category 3 <input type="checkbox"/> Category 4	
Prepared by Signature:	Mohave College Representative Signature:

Approved Facilities Fees 25-26

Facility Usage Fees: 2025-2026

Category I	Mohave College
Category II	City, County, State & Federally-funded Agencies
Category III	Tax-Exempt organizations such as non-profit, non-governmental funded organizations. This category includes civic, arts, charities, etc.
Category IV	For-profit groups, other groups or businesses

Room Fee				
	Classroom/hour	Computer Classroom/hour	Multipurpose Room/hour	Specialized Facilities
Category I	-	-	-	Specialized facilities such as Mohave College's Challenge Course, Truck Driving Range, Hiking Trails, etc. are available for rental at the discretion of the Dean of Student and Community Engagement on each location.
Category II	\$25.00	\$35.00	\$35.00	
Category III	\$30.00	\$40.00	\$40.00	
Category IV	\$35.00	\$45.00	\$45.00	

Additional Fees					
	Security Deposit (refundable)	Room set up (not standard classrooms)	Custodial (no food/with food)	Technology Usage and Support (Normal Hours/ Weekend & Holiday Hours)	Security/hour (special requirements or events held outside normal working hours)
<i>Fees assessed per hour of facility use</i>					
Category I	-	-	-	-	\$40.00
Category II	-	\$25.00	\$20.00/\$40.00	\$15.00/\$30.00	\$40.00
Category III	\$50.00	\$35.00	\$30.00/\$50.00	\$25.00/\$50.00	\$40.00
Category IV	\$100.00	\$35.00	\$30.00/\$50.00	\$25.00/\$50.00	\$40.00

Hours		
Normal Working Hours	8:00 AM to 5:00 PM	Monday thru Friday
Normal Summer Working Hours	7:00 AM to 5:00 PM	Monday thru Thursday
Weekends, Evenings, and Holidays	8:00 AM to 10:00 PM	(Includes days College Closed)

Cost reflected in the above chart are fees for rental (use of) the facility. Requests for additional services will be charged to the User. Outside network connectivity will be the responsibility of the User. Mohave College retains the right to determine the appropriate number of security and staff necessary to properly serve and protect the public. Facilities Use Agreement will detail any additional fees assessed in the event excessive cleanup is required. Weapons are not allowed on college property.

The Dean of Student and Community Engagement has the ability to determine final charges based on partnerships, agreements, sponsorships, and education value (community and students) related to the proposed event. The Dean of Student and Community Engagement and/or requesting organization/company may appeal to the Vice President by submitting a written request, which should include a summary of proposed charges and facilities use and their reason for a variance. The appeal must be submitted two weeks prior to the event so appropriate investigation and decisions can be made in a timely manner to assist with event coordination.