



## MIDLAND COLLEGE ROOM RENTAL/RESERVATION POLICY

### MEETING ROOM PRIORITY & SCHEDULING

Midland College (MC) welcomes the public use of its meeting facilities as part of our commitment to student success, community engagement, and collaborative partnerships, in line with our mission to "prepare and inspire diverse students to start, strive and succeed". However, MC classes and events take scheduling priority. In the event of a conflict, College related activities will supersede external reservations. All other requests are honored on a first come, first served basis. To request use of a meeting space, please email [reservations@midland.edu](mailto:reservations@midland.edu). Early inquiries are encouraged.

### MEETING ROOM POLICIES & REGULATIONS

#### 1. Reservation Requests

- All room reservations should be requested at least one month in advance.
- If the request can be accommodated, the space will be tentatively booked pending full payment of the rental fee and any applicable charges.
- A reservation is not considered final until full payment has been made and all required paperwork has been submitted.
- Recurring meetings require special approval from administration, and no more than three consecutive meetings per reservation will be allowed.

#### 2. Availability & Timing

- Meetings may extend no later than 9:00 p.m. without prior approval.
- Additional charges may apply for meetings held outside of college regular business hours.
- Campus police will unlock and secure buildings, ensuring lights are turned off after meetings.
- During summer office hours, Friday bookings are typically unavailable as the campus is closed. Special circumstances require approval from administration, as no support services will be available on those Fridays.

#### 3. Communication & Responsibilities

- Renters must designate one primary contact person to handle all communications and transactions. This representative must be on-site for the entire rental period while doors are unlocked.
- Any room setup request or additional furniture needs must be specified to the MC office at least one week prior to the event.

# MIDLAND COLLEGE ROOM RENTAL/RESERVATION POLICY CONT.

## 4. Facility Use & Maintenance

- Renters are responsible for any damage to the facility, its contents, or fixtures. Any damage must be reported immediately to **Emergency Maintenance at (432)685-4570**. Renters will be responsible for repair or replacement costs.
- Renters must not touch or manipulate projections screens or speakers. Damage will result in repair or replacement charges.
- Rooms must be left in proper order, with all trash disposed of in the provided receptacles.
- Any equipment brought in by the renter must be removed at the end of the rental period, and the room must be returned to its original condition.

## 5. Decorations & Restrictions

- The use of glitter, confetti, or any items affixed to walls (e.g., tape, tacks, nails) is strictly prohibited. An additional fine may be incurred for use of these products.
- Outside doors must not be propped open.

## 6. Food & Beverages

- Renters may bring in outside food or beverages or utilize outside licensed food vendors.
- MC's Catering Services are professionally managed by Genuine Foods. Their catering request form can be found on our website under [Dining on Campus](#).

## 7. Campus Policies

- The use and sale of tobacco products and e-cigarettes are prohibited on all MC-owned property, including buildings, parking lots, college vehicles, and event facilities.

## 8. Liability Disclaimer

- Midland College is not responsible for lost items, personal injuries, lost or damaged property, or any other liabilities incurred during the use of its facilities.
- The renter agrees to indemnify and hold Midland College harmless from any damages or claims arising from their event.