



Independence

COMMUNITY COLLEGE

Room Scheduling Request – General Public

Name: _____

Today's Date: _____

Phone: _____

Group/Organization: _____

E-mail: _____

Type of Activity: _____

Billing Address: _____

Number of Attendees: _____

Date(s) Room Needed: _____

Room Requested:

Set-up Time & Date: _____

☐ ICC West Classroom # _____

Clean-up Time & Date: _____

☐ ICC West Woods Family Community Center

RENTAL CHARGES

Facilities		Daily Rate Plus Deposit		Subtotal Charges
ICC West Classroom(s)		\$	100.00	
Woods Family Community Room, & Lobby	Non-Refundable Deposit *	4 Hours or Less	5 Hours or More	
Woods Room with Small Kitchen Weekly	\$ 100.00	\$ 200.00	\$ 300.00	
Woods Room/Small Kitchen After Hours/Weekend	\$ 100.00	\$ 175.00	\$ 275.00	
Extended Use - 3 day minimum	\$ 100.00	\$ -	\$ 150.00	
Non-Profit Organizations-Provide Documentation	\$ 100.00	\$ 100.00	\$ 200.00	
ICC employee set up/tear down		\$ 75.00		
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
<input type="checkbox"/>	Woods Family Community Room Key	\$200
<input type="checkbox"/>	Microphone(s) each	\$500 to \$700
<input type="checkbox"/>	Podium	\$250
<input type="checkbox"/>	Sound System	\$5000 to \$7000
<input type="checkbox"/>	Projector(s) each	\$570
<input type="checkbox"/>	Laptop Computer	\$1,000

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

Makes Checks out to ICC

Academic Building AC116

1057 W. College Ave.

Independence, KS 67301

For questions please call (620)332-5428

or email ofinley@indycc.edu



For a room rental on the **ICC Main Campus or ICC West**, return the *Room Scheduling Request, Room Rental Agreement* to ICC Main Campus AC116 or mail to 1057 W. College Ave Independence, KS 67301, Attn: Olivia Finley /Room Rentals
 Rooms **cannot be reserved without completed 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 first priority in facility use.

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 has to 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.

Deposits. 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.

Fees. The room rental fee is due in full two weeks before the event.

Key checkout: Prior to the event the Renter will check out a set of keys if the event is after hours. Other audio/visual cables, etc. will be checked out to be returned with the key the next business day following the event. It will be necessary to schedule an appointment for returning the equipment and keys to assure a staff member is available to check in the equipment. **Please call 620-332-5428 for an appointment to check out and/or check in keys and equipment**. 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

81' Long

Prizes

11' Long

11' Wide

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***)



Room Scheduling Request - Main Campus

Name: _____ <div style="text-align: center; font-size: small;"><i>Individual/Organization</i></div>	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

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

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.

Please return form and deposit to:
 Olivia Finley/Academic Affairs
 AC Room 116
 ICC Main Campus
 1057 W College Ave.
 Independence, KS 67301

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

Updated: 5/15/25