

## Meeting Room Policy FAQ

### **What type of activities and events can be held at NorthWest Arkansas Community College?**

- NWACC facilities are available for events that provide educational or cultural enrichment or enhance the business climate for the greater good of northwest Arkansas. The college does not grant rental rights for educational activities that may be in direct competition with the College's current or potential offerings. Private gatherings, such as weddings or parties, political rallies; and sales events do not meet these criteria.

### **What rooms are available for reservation?**

- Walmart Auditorium, Shewmaker Center for Workforce Technologies: Occupancy 96 – 120; round tables & chairs
- Peterson Auditorium, Shewmaker Global Business Development Center: Occupancy 72; round tables & chairs
- Small Business Conference Room, Shewmaker Center for Workforce Technologies; Occupancy 22; Board room
- Classrooms; Shewmaker Center for Workforce Technologies
- Occupancy: 30 – 60, table & chairs

### **Is there a charge for use of rooms?**

- All groups using the NWACC facilities are subject to the college's room fee structure.

### **How do I reserve a room?**

- Please contact, Barbara McBride, Special Events Coordinator by phone at 935-5172 or by e-mail at [bmcbride@nwacc.edu](mailto:bmcbride@nwacc.edu).

### **Can my organization hold their weekly or monthly meetings at NWACC?**

- In an effort to make rooms available to numerous groups, weekly meeting are not permitted.
- Monthly meetings may be booked up to 6 months in advance.

### **Is presentation equipment available?**

- Most rooms are equipped with LCD projectors, projection screens, computers, and white boards. The auditoriums are equipped with microphones. Flip chart stands, overhead projectors and some other equipment may be available upon request. Renters are responsible for providing their own markers, flip chart pads, etc.

### **Is food allowed in meeting rooms?**

- All food and beverages must be provided by our contracted Caterer, Aramark. Please contact Ashley Willis, Food Service Director by phone at 426-4476 or by e-mail at [willis-ashley@aramark.com](mailto:willis-ashley@aramark.com).
- Alcoholic beverages are not permitted on campus.
- NWACC is a tobacco free campus.