



Conference Services  
Facilities Leasing Request Form

Please V appropriate box.

New Client \_\_\_\_\_

Returning Client \_\_\_\_\_

Internal Request \_\_\_\_\_

Today's Date \_\_\_\_\_

### CONTACT INFORMATION

Contact Name \_\_\_\_\_ Phone Number \_\_\_\_\_ Contact Email \_\_\_\_\_

Are you affiliated with Collin College? \_\_\_\_ Yes \_\_\_\_ No Affiliate Department \_\_\_\_\_

Organization Name \_\_\_\_\_ Non-Profit \_\_\_\_ Profit \_\_\_\_

Organization Email Address \_\_\_\_\_

Organization Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### EVENT/MEETING INFORMATION

Event Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_ *(setup & clean up times must be included)*

Name of Event \_\_\_\_\_ Number of Attendees \_\_\_\_\_

Description of Event \_\_\_\_\_

### REQUESTED LOCATION/SPACE

LOCATION \_\_\_\_ Plano Campus \_\_\_\_ McKinney Campus \_\_\_\_ Frisco Campus \_\_\_\_ Courtyard \_\_\_\_ Collin Higher Education Center

SPACE \_\_\_\_ Atrium \_\_\_\_ Classroom A *(up to 40 seating)* \_\_\_\_ Classroom B *(41-74 seating)* \_\_\_\_ Lecture Hall *(75 – 100 seating)*

\_\_\_\_ Conference Center \_\_\_\_ Pike-Hall/McKinney Campus \_\_\_\_ Tennis Courts/Plano

Room Setup Details

Requesting Media \_\_\_\_ Yes \_\_\_\_ No

*Brief Description of Media Request*

### CATERING

Are you requesting catering for your event? \_\_\_\_ Yes \_\_\_\_ No

NOTE: No external food or beverages permitted. Must contact Collin College Catering for catering needs.

### SECURITY REQUIREMENT

Are you requesting security for your event? \_\_\_\_ Yes \_\_\_\_ No

Collin College Police Department provides all security personnel for campus events. As a condition of granting Facility Usage, Client agrees to schedule security arrangement with the Administrative Lieutenant of the Collin College Police Department.

Comments/Questions