



Conference Services
Facilities Leasing Request Form

Please check appropriate box

New Client

Returning Client

Today's Date _____

Contact Name _____ Phone Number _____

Contact Email _____

Are you affiliated with Collin College? Yes No Affiliate Department _____

Organization Name _____ Non-Profit Profit

Organization Email _____

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	Conference Center	General Classroom	Lecture Hall	Pike-Hall/McKinney	Tennis Courts/Plano

Room Setup Details

Requesting Media *If yes enter a brief description of media request below.*

CATERING

Are you requesting catering for your event? Yes No If yes, please be aware no external food or beverages permitted.

SECURITY REQUIREMENT

Are you requesting security for your event? Yes No

If yes, as a condition of granting Facility Usage, Client agrees to schedule security arrangements with the Administrative Lieutenant of the Collin College Police Department. The Collin College Police Department provides **all** security personnel for campus events.

Comments/Questions