



Conference Services
Facilities Leasing Request Form

Today's Date

Contact Name

Phone Number

Contact Email

Are you affiliate with Collin College? Yes No Affiliate Department

Organization Name Non-Profit Profit

Organization Email

Address City State Zip

EVENT/MEETING INFORMATION

All external groups reserving space that will include minors (under 18 years of age) are required to provide Collin College with a copy of the \$1 Million Insurance Policy covering Sexual Abuse and Molestation Insurance.

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 Yes No If yes, 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

As a condition of the 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