



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
___ Wylie Campus

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