## Collin College Request for Use of Collin Facilities

Complete and Save PDF electronically. Attach form to an email or print and send/scan/fax for appropriate approval.

An approved form with signatures or an approval email with the request form attached should be submitted to the appropriate facilities coordinator

**NOT for use by Student Organizations**

### Contact Information
- **Contact Name:**
- **Today’s Date:**
- **Organization / Division Name:**
- **Is Organization a Non-Profit group?**
- **YES**
- **NO**
- **Phone:**
- **Email Address:**
- **Address:**
- **City:**
- **State:**
- **Zip:**

### Event/Meeting Details
- **Date of Event:**
- **Name of Event / Meeting:**
- **Departments/Organizations Involved:**
- **Number of Attendees:**
- **Type of Facility/Room Needed:**
- **Select Location:**
  - Central Park Campus (CPC): 2200 West University Drive, McKinney TX 75071
  - Courtyard Center (CYC): 4800 Preston Park Boulevard, Plano TX 75086
  - Collin Higher Education Center (CHEC): 3452 Spur 399, McKinney TX 75069
  - Spring Creek Campus (SCC): 2800 East Spring Creek Pkwy, Plano TX 75074
  - Preston Ridge Campus (PRC): 9700 Wade Boulevard, Frisco TX 75035

### What are the exact Start and End Times of event/meeting?
- **Exact Start Time:**
- **Exact End Time:**

### Is access to the room needed before and/or after event/meeting?
- **I need in the room at:**
- **I will be out of the room at:**

### Detailed Description
(Include Purpose of Event):

### Room Setup Needed
(tables / chairs / etc):

### Media / Equipment Needed
(podium / computer / Projector, microphone, etc):

### Comments/Questions:

### Food Services
- American Food and Vending (AFV) has the first right of refusal on all catering events held at Collin College.

- Click here to request catering: [https://collincollege.catertrax.com](https://collincollege.catertrax.com)

### Return Completed Form To:

### FOR INTERNAL USE ONLY: Approval Signatures (check all that apply)
- **Student Life Representative**
- **Date**
- **Dean of Academic Affairs/Dean of Student Development**
- **Date**
- **Faculty Member**
- **Date**
- **Vice President**
- **Date**

**IMPORTANT:** Use of Collin College District facilities, fee charges and/or waiver of fees, are based on Collin College’s policies and procedures regarding facilities usage.

This form can be found at [http://www.collin.edu/aboutus/conference/index.html](http://www.collin.edu/aboutus/conference/index.html)

* In accordance with Collin College Policy GF (LOCAL)

2/2013