Instructions

Facility Request Form

Welcome to Collin College, we are pleased that you are considering reserving space with us!

Please fill out the following form as applicable.

* Date you are filling out this application:

Enter today’s date using format

* Please Check Appropriate Box:

☐ New Client (W9’s are required)
☐ Returning Client
☐ Internal Client

Select Internal Client

Profit or Non-Profit?

☐ Profit
☐ Non-Profit

Leave this field blank

If you are a For-Profit group, will a fee be charged to any event attendees?

☐ Yes
☐ No

Leave this field blank

* Please Choose Your Location Selection

☐ Collin Higher Education Center
☐ Farmersville Campus
☐ Frisco Campus
☐ McKinney Campus
☐ Plano Campus
☐ Wylie Campus
☐ Tech Center

Select the appropriate campus
If you are the only person attending, please enter “1” in this field.
Result: The following Create Meeting(s) Screen appears.

Click on the Add Meeting button.

1. Enter the start and end time from the Time Column.
2. Enter the start and end dates from the Date Column.
3. University’s Name Table Visit will automatically appear in the Meeting Name field.
4. Select Meeting from the Meeting Type drop-down menu.
5. Delete the checkmark from the Requires Room box.
6. Click the Add Meeting button.

Result: System will return to the Facility Request Form.

Click on the Assign Rooms button.

Result: The Assign Room Screen on the next page appears.
1. Clear the Campus selections by clicking on Clear.

2. Click on the Campus + sign and then select the appropriate box by referring below.
   - Frisco = PC
   - McKinney = CC
   - Plano = SC
   - Farmersville = FVC
   - Wylie = WC

   *Plano Campus: One university table on campus at a time. Plus, limit the colleges to one time per month.

3. Click on the Search button to display the available rooms and then click the OK button. The rooms are as follows:
   - PC = F100 A, B, or C
   - CC = CC Atrium 1 or 2
   - SC = SC Atrium 8
   - FVC = FVC Atrium Info Desk or A Wing Atrium
   - WC = WSC Atrium 1

Result: System will return to the Facility Request Form on the next page.
* Please describe your room set up needs, or suggest a specific room if known:

Enter the number of tables and chairs you will need for the table visit.

* Please select if you need a Conference Center Room or a Classroom
  - Conference Center Room(s)
  - Classroom(s)
  - BOTH (Conference Room and Classroom)
  - Parking Lot(s)
  - Atrium/Outside Locations

* Please describe your media needs:

None

Catering options are available through Collin College Food Services (Isoural@collin.edu; 972-516-5007). We do not allow outside Food and Beverages to be brought into any Collin College facility. MENU https://collincc.catertrix.com/

* Are you requesting catering?
  - Yes
  - No

Insurance Requirements:
Required prior to the use of space, by Collin College, the client will provide proof of State Mandated Worker’s Compensation Insurance Coverage, if required by the Client as it relates to all of its employees who provide services under this Agreement. The Client will provide proof of comprehensive general liability insurance, with limits of at least one million dollars (1,000,000.00). All external groups reserving space that will include minors (under 18 years of age) may be required to provide Collin College a copy of the $1 Million Insurance Policy covering Sexual Abuse and Molestation.

* Will this event include minors under 18 years of age?
  - 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.

* Are you requesting security for your event?
  - Yes
  - No

Please provide any additional comments or questions regarding your event:

Enter information if applicable. Otherwise, leave field blank.

Click on the Submit button.

Result: The following message will appear: Thank you for your request. We have received your form and will be contacting you shortly.