



Collin College Request for Use of Collin Facilities



Complete and Save PDF electronically. Attach form to an email or print and send/scan to the appropriate facilities coordinator

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

Day and Date of Event: Name of Event:

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?

Access to room at: Out of 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 – Potential clients should contact either Sandra Claborn or Karen Knapp for directions on securing catering.

Return Completed Form To:

**Central Park Campus /
Preston Ridge Campus**
Sandra Claborn
Campus Facilities Scheduling Coordinator
Collin College, Central Park Campus
2400 Community Ave, McKinney TX 75071
P: 972-377-1743
sclaborn@collin.edu

**Collin Higher Education Center /
Courtyard Center / Spring Creek Campus**
Karen Knapp
Campus Facilities Scheduling Coordinator
Collin College, Spring Creek Campus
2800 E. Spring Creek Pkwy, Plano TX 75074
P: 972-881-5606
kknapp@collin.edu

IMPORTANT: Use of Collin College District facilities and fee charges 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>