

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:
MM/DD/YYYY

← 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 ← Select the appropriate campus
- Plano Campus
- Wylie Campus
- Tech Center

Ad Astra Username:

Leave this field blank

* Ad Astra Customer Name:

Leave this field blank

* Outside Vendor/Company Name (Internal use Collin College)

* Vendor Contact Name

* Vendor Email Address:

Phone Number:

* Address

* City

* State

* Zip

Affiliate Department (if Internal)

Leave this field blank

* Event Title:

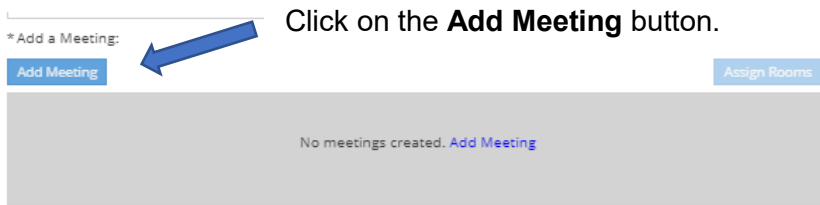
← Enter university's name; then type "table visit" in this field.

Event Description:

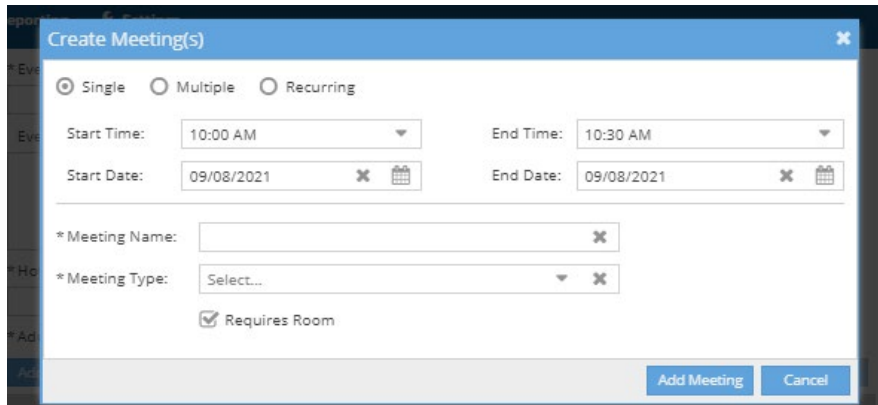
Leave this field blank

* How many attendees are expected?

← If you are the only person attending, please enter "1" in this field.

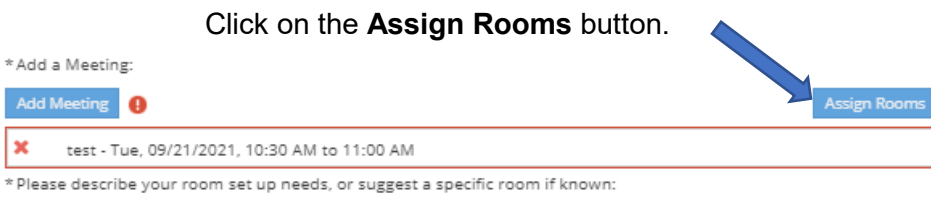


Result: The following Create Meeting(s) Screen appears.

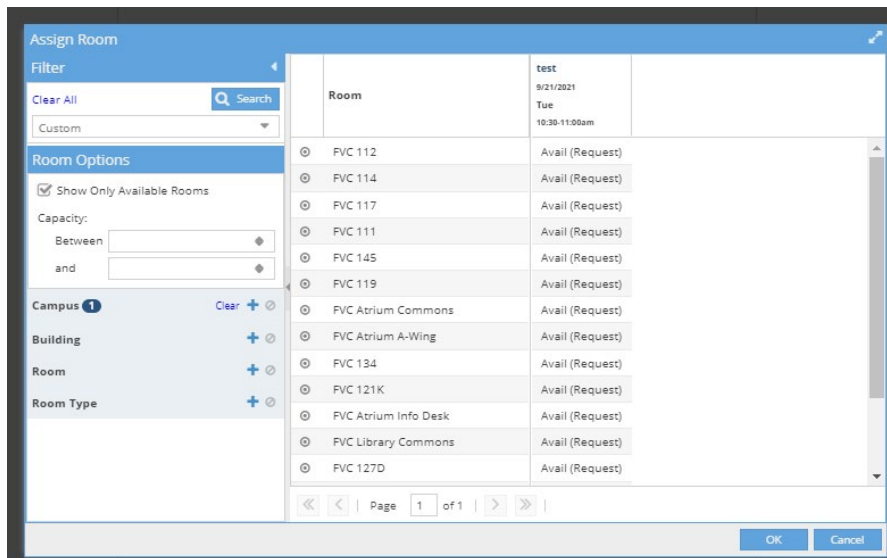


1. Enter the start and end time from the *Time Column*.
2. Enter the start and end dates from the *Date Column*.
3. **University's Name Table Visit** will automatically appear in the *Meeting Name* field.
4. Select **Meeting** from the *Meeting Type* drop-down menu.
5. Delete the checkmark from the *Requires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

Result: System will return to the Facility Request Form.



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  **Select Atrium/Outside Locations**

* Please describe your media needs.:

None

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

* Are you requesting catering?

- Yes
- No  **Select 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  **Select 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  **Select 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.*