

MCC Room Request Form

- Please submit request to Melanie Te at temelanie@fhda.edu
- Requests will not be accepted without a signature from a staff or faculty member
- Allow at least 5 working days prior to the event
- Confirmation of the event will be sent to the requestor's email address.
- We have AV equipment and a projector available for use

Information

Requestor: _____ Phone: _____ Email: _____

Faculty or Staff Advisor: _____ Phone: _____ Email: _____

Event Name: _____

Event Description:

Please give a brief 2-3 sentences about the event

Estimated attendance: _____

Will any equipment be required for the event? Yes No

Days and Dates of use:

Please list all days and dates

(Ex: Every Monday from 1/22-2/19)

Start Time: _____

End Time: _____

Select Which Area: MCC 14(Activity Area) or MCC 11 (Conference Area)

Area Use Agreement

By checking below, we comply with these use requirements:

1. A faculty/staff member will supervise the event from beginning to end
2. Noise level will be appropriate/monitored for a shared space
3. Tables/chairs will be returned to the original arrangement and area will be kept neat for others' use. Any food or trash will be disposed of upon finishing the event.
4. Documents/presentations on the computer will be trashed
5. All doors to the building will be locked and checked upon exit

I AGREE to the mentioned above requirements

Faculty or Staff Advisor Signature: _____

Date: _____