

McDowell Technical Community College
54 College Drive
Marion NC 28752
Phone: 828-652-6021 Fax: 828-652-1014

Facility Use Application – Internal Party

(Rev. 2/08)

The following is to be completed by internal parties requesting use of college facilities. Please complete all applicable sections and return this form to the MTCC College Switchboard at the address or fax number above.

Name of Group _____ Today's Date _____

Phone Number _____ Ext. _____

Responsible Person Requesting Usage _____ Tax ID Number _____

Type of Facilities Requested _____ Number of Persons _____

How many, if any, external guests are expected at this event? _____

Event / Meeting Date(s) _____ Time: From _____ to _____

Purpose of Event (include brief description of what is expected to happen) _____

Audio-visual Needs:

___ Overhead Projector ___ VCR & Monitor ___ Audio Recorder
___ 16mm Projector ___ Slide Projector ___ Filmstrip Projector
___ Other _____

Technology Needs: _____

Other Needs: _____