

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

Facility use Application- **Internal Party**

(Rev. 6/11)

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 Business office at the address or fax number above.

Name of Group _____ Today's Date _____

Phone Number _____ Ext. _____

Responsible Person Requesting Usage _____ Tax ID # _____

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)

- _____ Data Projector
- _____ Sound System (auditorium only)
- _____ Microphone (auditorium only)