

MCC Room Request Form

- Please submit request to Clara Luu at luuclara@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)

Will there be food served at the event? If so, please be sure to plan for clean-up. Yes No

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. Any food or trash will be disposed of upon finishing the event.
4. Tables/chairs will be returned to the original arrangement and area will be kept neat for others' use.
5. Documents/presentations on the computer will be trashed.
6. 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: _____