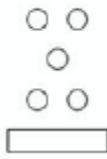
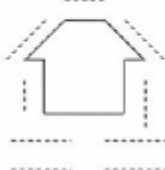

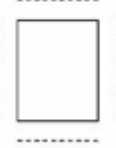




BHC
 LHC
 NCK
 NMC
 BSC

Event Day & Date:	Event Name:	Organization/Department:			
Arrival & Departure Time:	Event Start/End Times:	Estimated Attendance:			
Facility Requested:		Facility Assigned: <i>(for office use only)</i>			
Point of Contact:	Phone:	Email:			
While MCC tries to provide the equipment listed free of charge, there occasionally may be a small fee assessed to reserve demand items and/or provide service outside of normal business hours.					
Available Equipment/Request for Equipment: <input type="checkbox"/> Computer <input type="checkbox"/> Projector <input type="checkbox"/> TV Monitor <input type="checkbox"/> DVD/VCR <input type="checkbox"/> Microphone <input type="checkbox"/> Podium <input type="checkbox"/> Stage <input type="checkbox"/> Whiteboard <input type="checkbox"/> Wall Screen <input type="checkbox"/> Network Drive <input type="checkbox"/> Overhead Projector <input type="checkbox"/> ZOOM <input type="checkbox"/> Room Layout Attached <input type="checkbox"/> Other (describe):					
<div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;">Banquet</div> 	<div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;">Board Mtg</div> 	<div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;">Classroom*</div> 	<div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;">Conference</div> 	<div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;">Theatre</div> 	<div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;">U-Shape</div> 
Event Description (food and/or beverages, etc.):					
Fee Schedule:					
Date of Application:		Requestors Signature:			
Prepared by Signature: <i>(for office use only)</i>		Campus Dean Signature:			