

Facility Rental Request Form

The M-TEC offers the perfect setting for your next meeting or training. No detail is forgotten in our professional event management services. Our mission is to make your event a success.

Flexible catering plans, state of the art media equipment, including free wireless internet, ample free parking, and comfortable furnishings are just the beginning of the amenities you'll find.

For your convenience, we have provided the following form for you to complete as you begin the event planning process. Tell us the details of your event and we will do our best to meet your needs. Once the form is completed and saved, it should be emailed to Judy Rose, Facility and Event Manager at jrose@kvcc.edu. The form can also be faxed to 269.353.1293.

If you have any questions as you complete the form, contact our office at 269.353.1285.

Facility Rental Request Form

Contact Information *(*required fields)*

Contact Name*: _____

Company Name*: _____

Address*: _____

City*: _____ State*: _____ ZIP*: _____

Telephone*: _____ Fax: _____

Email Address*: _____

Day of Event Contact Name*: _____

Billing Information *(if different from Contact information)*

Billing Name: _____

Billing Address: _____

City: _____ State: _____ ZIP: _____

Email Address: _____

Contact Name: _____ Telephone: _____

If your organization is tax exempt, please enter the number here (proof of exemption is required):

Event Information *(*required fields)*

Event Title*: _____

Event Description*: _____

Event Date(s)*: _____

Start Time*: _____ End Time*: _____




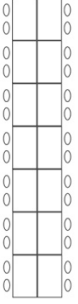

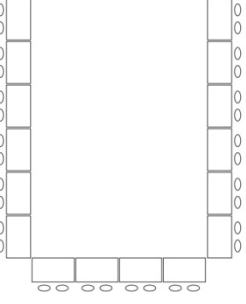

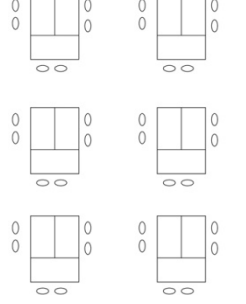
Room Access Time*: _____

Facility Rental Request Form

Space and Setup Requirements / Facilities Requested

Quantity	Room Type & Capacity	Room Set-Up	Estimated Attendance
	Conference Room(s) <i>Maximum seating for 8</i>	Seating cannot be changed	
	Small Meeting Room(s) <i>Maximum seating for 18</i>	<input type="checkbox"/> Classroom <input type="checkbox"/> Conference <input type="checkbox"/> U-shaped <input type="checkbox"/> Pods	
	Medium Meeting Room(s) <i>Maximum seating for 32</i>	<input type="checkbox"/> Classroom <input type="checkbox"/> Conference <input type="checkbox"/> U-shaped <input type="checkbox"/> Pods	
	Large Meeting Room(s) <i>Maximum seating for 70</i>	<input type="checkbox"/> Classroom <input type="checkbox"/> Conference <input type="checkbox"/> U-shaped <input type="checkbox"/> Pods	
	Amphitheatre <i>Maximum seating for 124</i>	Seating cannot be changed	
	Portable Computer Lab <i>Maximum seating for 30</i>	<input type="checkbox"/> Classroom <input type="checkbox"/> Conference <input type="checkbox"/> U-shaped <input type="checkbox"/> Pods	
	Extra tables needed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Review the available seating configurations below

Classroom	Conference	U-Shaped	Pods
 CLASSROOM-STYLE SEATING CONFIGURATION <small>This diagram is for reference only. Actual room set-up may vary slightly depending on the meeting room chosen and number of participants for your event.</small> 	 CONFERENCE-STYLE SEATING CONFIGURATION <small>This diagram is for reference only. Actual room set-up may vary slightly depending on the meeting room chosen and number of participants for your event.</small> 	 U-STYLE SEATING CONFIGURATION <small>This diagram is for reference only. Actual room set-up may vary slightly depending on the meeting room chosen and number of participants for your event.</small> 	 PODS-STYLE SEATING CONFIGURATION <small>This diagram is for reference only. Actual room set-up may vary slightly depending on the meeting room chosen and number of participants for your event.</small> 

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Audio-Visual Equipment Requirements

Quantity	Item	Fee
	Media Cart <i>(includes desktop computer, DVD player, and ceiling mounted LCD projector)</i>	\$75.00
	LCD Projector	\$55.00
	Projection Screen <i>(included in meeting rooms)</i>	No Charge
	Portable PA System	\$40.00
	Transparency Projector	\$15.00
	Conference Phone	\$35.00
	Flip Chart with Easel Board and markers <i>(first at no charge)</i>	\$20.00
	Easel Board <i>(first at no charge)</i>	\$5.00
	Extra Table <i>(first at no charge)</i>	\$7.00 each
	Podium	\$10.00
	Printer	\$50.00
	Video Conferencing <i>(portable unit)</i>	\$125 per hour plus IT support charges
	Video Conferencing Room <i>(maximum seating for 60)</i>	\$195 per hour plus IT support charges

Catering Services Required

Click on the caterer name below to review menu choices

Rykse's Restaurant & Bakery

Aramark

Breakfast

Lunch

Afternoon Snack

Other

Catering Selections:

Room requests will be confirmed with a facility use agreement. This agreement will be emailed to the address provided above. For assistance, please contact M-TEC at 269.353.1253, or email Judy Rose (jrose@kvcc.edu)