

**MCC FACILITY USAGE/RENTAL QUESTIONNAIRE – Revised 7/8/2016**

**(Please Note - Not all room set up and/or auxiliary services listed below may be available at all MCC sites)**

Name of Group:

Contact person/Name of Supervisor in charge of event:

Address:

Email address:

Telephone number:

Name of event:

Type of event:

Date of event:

Exact arrival time:

Exact time of event (starting time and ending time):

Exact departure time:

What Montcalm Community College campus would you like to use (Sidney, Greenville, Ionia or Howard City):

What room/rooms you would like to use:

Number of people attending event so the proper size room to accommodate your group can be scheduled:

Type of tables and/or room setup that you are requesting:

Do you need extra tables (example – for food, registration, vendor booths, etc.)? If yes include how many:

Do you need extra chairs (example – for registration, vendor booths, etc.)? If yes include how many:

Do you want table linens?

Do you need to use the teaching station/LCD projector?

Do you need on-site technology support to be present for your entire event?

Do you need to use an Overhead projector (this is used for projecting transparencies)?

Do you need a microphone – If yes please indicate lapel, handheld, handheld wireless, gooseneck or podium?

Do you need sound equipment?

Do you need an easel – If yes please indicate flip chart easel or display easel?

Do you need a flip chart (this consists of use of 1-flip chart easel, 1-flip chart paper pad & 1-4 pack of permanent markers)?

Do you need a podium? If yes please choose lighted or non-lighted (lighted may not be available in all locations)?

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Do you need a coat rack?

Do you need to use the Catering Kitchen located in the Activities Building in Sidney? If yes, please indicate the exact arrival time and departure time that you are requesting to use the kitchen.

Do you need to use the Serving Kitchen located in the Beatrice E. Doser Building in Sidney? If yes, please indicate the exact arrival time and departure time that you are requesting to use the kitchen.

Do you need to use the Serving Kitchen located in the Stanley & Blanche Ash Technology & Learning Center in Greenville? If yes, please indicate the exact arrival time and departure time that you are requesting to use the kitchen.

Will you be having anything shipped to Montcalm Community College for this event (please indicate yes or no)? If the answer is yes, please have it shipping to Julie Stockwell – 2800 College Drive, Sidney, MI 48885.

Will this event be open to the general public and advertised? If so, what telephone number should someone call to get information regarding the event?

Do you want to schedule to use the Kenneth J. Lehman Nature Trails?:

Do you want to schedule a visit to view Crystal the Montcalm Mastodon Bones display?  
If yes, do you want to view the video?

Do you want to schedule a Heritage Village tour?:

Do you want to use Heritage Village for an event?

If you answered Yes, please list the details for your event and areas of Heritage Village that you would like to use for your event below:

Please provide any other information that you think we will need to know regarding the event that is not listed above.