McDowell Technical Community College
54 College Drive
Marion, NC 28752
(828) 652-6021

Facility Use Application-Internal Group

Complete all applicable sections and return form to facilitiesres@go.mcdowelltech.edu

Name of Group:_____

Contact Name:_____ Title:_____

Email Address:_____ Phone #:_____

Type of Facility Requested:_____

# of Attendees expected:_____

Event Name:_____

Event/Meeting Dates:_____ Meetingtime:_____to_____

Event Description:_____

_____

Technology Needs:

- ☐ Data Projector
- ☐ Microphone/sound system

This section to be completed by MTCC Business Office

Building(s) Assigned:_____

Room(s) Assigned:_____