

**INSTRUCTIONS: Print or type. Complete all requested information.  
All use will be in accordance with MCCC facilities use policies.**

Contact [Events@mc3.edu](mailto:Events@mc3.edu) with questions.

CONTACT INFORMATION			
Date Submitted:		Contact Phone:	
Contact Name:		Contact Email:	
ORGANIZATION INFORMATION			
Organization Name:		Circle one:	
Organization Address:		<ul style="list-style-type: none"> <li>• <b>Category A:</b> Activities of official departments of the County of Montgomery, the Commonwealth of Pennsylvania, and the United States Government</li> <li>• <b>Category B:</b> Non-profit educational institutions, organizations affiliated with schools and community-based organizations, community residents, College alum, and current College employees</li> <li>• <b>Category C:</b> Profit-making organizations</li> </ul>	
Organization City/State/Zip:			
Organization County:			
Organization EIN#:			
Organization website:			
EVENT INFORMATION			
Event Name:		Preferred Campus (circle one):	
Expected Guest Count: Minimum [     ] Maximum [     ]		Blue Bell     Pottstown	
Admission Charge: \$		Event Day(s) and Date(s): <i>(If additional dates are planned, please attach a detailed schedule.)</i>	
Target Audience (include age range):			
ROOMS REQUESTED			
Write in quantity below:	Set-Up Time (List start & end times)	Event Time (List start & end times)	Take-Down Time (List start & end times)
[     ] Classroom(s) for 25-30			
[     ] Classroom(s) for 30-36			
[     ] Gym(s)			
[     ] Lecture Hall			
[     ] Other			

(Continued)

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EQUIPMENT REQUESTED	
Please check if needed and list quantity requested.	
[     ] Podium – Qty:	
[     ] Tables – Qty:	
[     ] Chairs – Qty:	
[     ] Technology – Please list specific items needed:	
CATERING – <i>The College cannot provide catering services.</i>	
Please specify if food will be served. Provide number of food tables needed.	
ATTENDANCE	
Please specify if any County, State, or Federal official are invited:	
SPECIAL SET-UP REQUESTED	
If you require a special set-up or specific equipment not listed above, please describe here or attach a diagram.	
PROMOTIONAL MATERIALS	
If applicable, attach documents promoting the event.	
REQUIRED ATTACHMENTS	
<ul style="list-style-type: none"> <li>• Non-profit designation, e.g. 501(c)(3) certification, is required to receive Non-Profit pricing.</li> </ul>	

**NOTE:** Helium balloons are not permitted in College buildings.