

# Room Rental

## Livingston Regional M-TEC<sup>SM</sup>

1240 Packard Drive, Howell, Michigan 48843 Phone (517) 552-2163 Fax (517) 548-0784

**Please Print Clearly**

\_\_\_\_\_  
Company

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip+4

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Email Address

**How did you hear of Livingston M-TEC?** ☐ Ad/Press Release ☐ Course Catalog ☐ Website ☐ Other \_\_\_\_\_

\_\_\_\_\_  
Room Number

\_\_\_\_\_  
Date(s)

\_\_\_\_\_  
Time

\_\_\_\_\_  
# of People

\_\_\_\_\_  
Rental Fee per Hour/Daily Rate

\_\_\_\_\_  
Total Fee

\_\_\_\_\_  
Room Number

\_\_\_\_\_  
Date(s)

\_\_\_\_\_  
Time

\_\_\_\_\_  
# of People

\_\_\_\_\_  
Rental Fee per Hour/Daily Rate

\_\_\_\_\_  
Total Fee

\_\_\_\_\_  
Room Number

\_\_\_\_\_  
Date(s)

\_\_\_\_\_  
Time

\_\_\_\_\_  
# of People

\_\_\_\_\_  
Rental Fee per Hour/Daily Rate

\_\_\_\_\_  
Total Fee

Special Requirements: \_\_\_\_\_

\_\_\_\_\_  
Special Requirements Fee

☐ Check # \_\_\_\_\_ ☐ Company PO # \_\_\_\_\_ ☐ Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature: \_\_\_\_\_

**Please make check payable to “Mott Community College-Livingston M-TEC<sup>SM</sup>”**

revised 6/06/07