

# 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 \_\_\_\_\_

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Room Number	Date(s)	Time	# of People	Rental Fee per Hour/Daily Rate	Total Fee
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_____ Room Number	_____ Date(s)	_____ Time	_____ # of People	_____ Rental Fee per Hour/Daily Rate	_____ Total Fee
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_____ Room Number	_____ Date(s)	_____ Time	_____ # of People	_____ Rental Fee per Hour/Daily Rate	_____ Total Fee
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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