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Conference Room 232 is available for campus units to conduct staff retreats, planning meetings, board meetings and other official meetings. External user groups with a space reservation in MCTC may schedule planning meetings for events that are being held at MCTC for Room 232 as well.

**REQUIREMENTS:**

For those campus and non-campus groups who meet eligibility standards for use of the MCTC, the following requirements are established:

- Reservation requests for Room 232 by personnel of NC State Continuing and Lifelong Education (NCSCaLE) can be made at any time. All other reservation requests can only be confirmed 12 days prior to desired usage. Contact and arrangements are made through a Client Relations representative, via email, at [mckimmonrequests@ncsu.edu](mailto:mckimmonrequests@ncsu.edu).
- When looking to hold dates for a tentative meeting, please email request for each date you would like to hold. Once you receive a confirmation that your email was received, the dates are put on hold, you have until close-of-business Wednesday of the week prior to your meeting date to confirm. If there is no confirmation, your reservation will be taken out of the booking system.
- Reservation requests for Room 232 use by non-NCSCaLE individuals cannot be confirmed until 12 days prior to desired usage.
- Use is limited to a maximum of two consecutive days with maximum capacity of 20 people per day.
- Availability of use is between 7:00 a.m. – 5:00 p.m., Monday thru Friday.
- Cancellation for space is to be sent via email to [mckimmonrequests@ncsu.edu](mailto:mckimmonrequests@ncsu.edu) prior to the scheduled date of use.
- There is no fee for the use of this room.
- User groups will be responsible for their supplies, equipment and clean-up of the room prior to leaving. Arrangements can be made with Client Relations for rental of necessary meeting supplies and/or audiovisual equipment. A laptop and monitor are permanent components of Room 232 and may be used during the scheduled session.
- Plans for break service and plated meal functions are scheduled through the McKimmon Center Catering Coordinator, at 919.515.2277, or [mckimmonrequests@ncsu.edu](mailto:mckimmonrequests@ncsu.edu).