



Mid-State Room Request Form

Adams County Center
401 North Main Street
Adams, WI 53910

Marshfield Campus
2600 West Fifth Street
Marshfield, WI 54449

Stevens Point Campus
1001 Centerpoint Drive
Stevens Point, WI 54481

Wisconsin Rapids Campus
500 32nd Street North
Wisconsin Rapids, WI 54494

Web: mstc.edu

Questions: 715.422.5347

CONTACT INFORMATION		
First & Last Name:		
Company Name:	Title:	
Phone Number:	Email:	
Billing Address Line 1:		
Billing Address Line 2:		
City:	State:	Zip:
ROOM INFORMATION		
Name of Event:		
Purpose of Event:		
Event Location: <input type="checkbox"/> Adams Center <input type="checkbox"/> Marshfield <input type="checkbox"/> Stevens Point <input type="checkbox"/> Wisconsin Rapids		
Event Start Date:	Event End Date:	
Event Start Time: : <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	Event End Time: : <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	
Arrival Time Prior to the Event:	Number of Attendees:	
Room Type: <input type="checkbox"/> Training Room <input type="checkbox"/> Auditorium	<input type="checkbox"/> Divided Training Room <input type="checkbox"/> Computer Lab	<input type="checkbox"/> Tiered Training Room <input type="checkbox"/> Conference Room
Desired Set Up; Additional Requests/Notes:		
Do you plan to provide food and refreshments at this event? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Wisconsin Rapids Campus Only: The college encourages all food services requested and arrangements made through the cafeteria at 715.422.5438 or cafeteria@mstc.edu		