
The Cultural Resource Room 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 in the Cultural Resource Room as well.

REQUIREMENTS:

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

- Reservation requests for the Cultural Resource Room by personnel of the 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 the Client Relations representative, via email, at mckimmonrequests@ncsu.edu.
- Use is limited to a maximum of four consecutive hours with maximum capacity of 16 people.
- Availability of use is between 7:00 a.m. – 5:00 p.m., Monday through Friday. The Cultural Resource Room may be used on the weekday evenings or on weekends if the McKimmon Center is already scheduled to be open for those hours. MCTC will not extend its hours or open specially for events in the Cultural Resource Room if no other events are scheduled in MCTC.
- Cancellation for space is to be sent via email to 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 monitor is available at no charge.
- Plans for break service are scheduled through the McKimmon Center Catering Coordinator, at 919.515.2277 or via email at mckimmonrequests@ncsu.edu.