



Portage Lakes Career Center

4401 Shriver Road, Uniontown, Ohio 44685 * (330)896-8200 /FAX (330) 896-8297

BUILDING USE FORM

Requested by: _____ Date Submitted: _____

Function: _____

Name & Billing Address of Organization Sponsor: _____

Telephone: _____ Email address: _____ Number Attending: _____

Area Requested:

Cafeteria	_____	Capacity	250
Conference Room	_____	Capacity	12
Health Wing Lecture Room	_____	Capacity	68
Lower Lecture Room	_____	Capacity	73
Other – Please Specify	_____		

Date of Event: _____ M T W T F S S Time: _____ A.M. to _____ A.M.
(Circle Day of the Week) P.M. P.M.

Items Needed:

Chairs (# Needed)	_____ (_____)		
Flag	_____	Screen	_____
LCD Projector	_____	Sound System	_____
Microphone	_____	Stage	_____
Podium	_____	Tables	_____
Other – Please specify	_____		

Special Instruction: (Attach diagram – for special room/seating arrangements)

Any use of district facilities will be provided in accordance with Portage Lakes JVS Policies.

PLCC Administration may require payment for facility usage and/or custodial services provided outside normal working hours (daily after 3:00 p.m. when day and evening classes are in session and weekends). Areas may be rented at a cost of \$40.00/hour, per custodian, **for a minimum of three hours**. A one hour (\$40.00) opening and closing fee will be assessed for these events.

PLEASE NOTE: ALL VISITORS MUST PRESENT A STATE ISSUED ID IN ORDER TO BE ADMITTED INTO THE BUILDING.

I have read, understood, and will be responsible for compliance with the Rules of Usage for Portage Lakes Career Center. Also, I agree to hold harmless the Board of Education and their agents and employees from all liability, claims, demands, damages, or costs, for, or arising out of, using school grounds and/or facilities whether it be caused by the negligence of the Portage Lakes Board of Education or either party's agents or employees, or otherwise.

Signature Date

NOTE: Building Use Requests must be submitted fifteen (15) days in advance to allow sufficient time for approval process

PORTAGE LAKES CAREER CENTER

APPROVAL and ROUTING

Route form to:

Principal Date

Superintendent Date

Initial:

Original Requestor* _____

*Entered on Building Use Calendar _____

Dir. of Safety & Security _____

Maintenance Supervisor _____

Technology Department* _____

*Initial if technology requested _____

Treasurer's Office _____

Superintendent's Office _____

FOR OFFICE USE ONLY

To be completed by Maintenance Supervisor:

Assigned Staff: _____

Actual Hours Worked: _____ AM/PM _____ AM/PM

Assigned Staff: _____

Actual Hours Worked: _____ AM/PM _____ AM/PM

To be completed by Treasurer's Office:

PLCC Invoice #: _____

Paid on Check #: _____ Date: _____

The Portage Lakes Joint Vocational School District is an equal opportunity educational institution. Employment and educational programs are offered without regard to race, color, religion, national origin, gender, disability, military status, ancestry, age, genetic information or any other legally protected characteristic and provide equal access to the Boy Scouts and other designated youth groups. The district prohibits harassment of individuals in any form. Any alleged act of discrimination or harassment should be referred to Mr. Gregg Clark, Title IX Coordinator, Portage Lakes Career Center, 4401 Shriver Road, Uniontown, OH 44685, phone: 330-896-8200 or email: gclark@plcc.edu.