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OFFICE USE ONLY	
<input type="checkbox"/>	APPROVED
<input type="checkbox"/>	DENIED

Use of Facility Request Form

All requests must be approved by the Director of the GCCTC; you will be notified upon approval or denial.

Contact Person: _____ Date: _____

Organization: _____

Billing Address: _____

Phone Number: (____) ____-____ Fax Number: (____) ____-____

E-mail Address: _____

Event: _____

Day and Date of Event: _____, _____

Area Requested: Dining Room Community Room Lawn Conference Room
 Other: _____

Facility Setup Required: (Indicate Number)

____ Chairs ____ Screen ____ Tables ____ Lectern ____ PA System

Please check the services you are requesting: Prepare food Serve food Cater food off campus

Beginning Time of Event: _____ AM PM Ending Time of Event: _____ AM PM

Number of Reservations: _____ Cost for the event/facility use: _____

(A down payment of 50% of the total cost is required before the event/facility use. Final payment is expected in full within 30 days after the event.)

I, _____, the *Designated Person/s In Charge* will take full responsibility if the Facility Request is approved, to pay for the number of reservations indicated and will pay any additional amount should more people attend than expected. In addition, taxes will be added to the bill. I agree to take a count and report any additional amounts to be added to my bill.

 Signature

____/____/_____
 Date

 GCCTC Director's Signature

A down payment of 50% of the total cost is required before the event/facility use. Final payment is expected in full within 30 days after the event.