

CTC Facility Usage Form

Name _____

Organization _____

Contact info _____

Date requested _____

Time _____ to _____

Training/meeting date _____

of people _____

Needs _____

(computer hook up, projector, plugs, tables, chairs, etc.)

Approved by: _____, CTC Director

Date: _____

Food is not allowed in the auditorium.

Requests should be made at least 2 weeks prior to the event/meeting.

All set up & clean-up is required of the presenter.