



## PVCC Maintenance & Operations Facility Use Service Provider Information

### Scope of Service

- Maintenance & Operations will process all requested set ups with information supplied via [Help Desk System](#).
- All furniture will be supplied by PVCC until supply has been exhausted and then it will be the requestor's option to rent any necessary equipment.

### Timeline Requirements

- Reservation must be completed 10 days prior to event.
- Help Desk Request must be completed 7 days prior to event.

### Process – All Facilities Use Requests

- All facilities requests, after approved reservation, will require a Help Desk Request with as much detail as possible.
  - Number of participants
  - Number of tables: 6' - rounds – classroom
  - Chairs
  - Extension Cords
  - Podium
  - Fans
  - Flags
  - Art Grids
  - Tents
  - Barbeque Grills
- Help Desk Request will be reviewed by manager and approved for set up.
- Initial applicant will be contacted if necessary to complete event set.

### Contact Information

- Maintenance and Operations Department – 602-787-7871
- Manager of Building and Grounds – 602-787-6688