



# COUNTY BUILDING USE FORM

## INFORMATION

AUDITORIUM \_\_\_\_\_ FRONT CONFERENCE ROOM \_\_\_\_\_ GYM \_\_\_\_\_  
COURTYARD \_\_\_\_\_ SAULTER PRESERVE \_\_\_\_\_ NORTH FORK DAM \_\_\_\_\_

Name of Event \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone Number \_\_\_\_\_

Event Date(s) & Time \_\_\_\_\_

Is your event outside of normal business hours? (M-F 8:30 - 4:30) \*Yes \_\_\_\_ No \_\_\_\_

\*If yes: please enter the time you need the doors unlocked for: \_\_\_\_\_ - \_\_\_\_\_

The doors will only allow entry between specified times; however, you may exit at any time.

Special Requests:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IF YOU ARE NOT A COUNTY EMPLOYEE, PLEASE CONFIRM YOU HAVE REVIEWED AND SIGNED THE POTTER COUNTY BUILDING USAGE POLICY? Yes \_\_\_\_

IF EVENT IS OVER 50 PEOPLE, HAVE YOU PROVIDED EVENT INSURANCE? Yes \_\_\_\_

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

## OFFICE CONTACT DETAILS

FOR IT ISSUES CONTACT:

814-274-8290 X224

DBAKER@POTTERCOUNTYPA.NET

FOR MAINTENANCE ISSUES CONTACT:

814-203-3645

JKURTZ@POTTERCOUNTYPA.NET

FOR RESERVATION CHANGES PLEASE CONTACT:

814-274-8290 X214

PBARROQUEIRO@POTTERCOUNTYPA.NET