



PVCC Maintenance & Operations Facility Use Service Provider Information

Scope of Service

- Maintenance & Operations will process all requested set ups with information supplied via this [Service Request](https://login.myschoolbuilding.com/msb). (https://login.myschoolbuilding.com/msb)
- 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.
- Service Request must be completed 7 days prior to event.

Process

- All M&O requests—after the 25Live reservation has been approved—will require a Service Request with as much detail as possible.
 - Number of participants
 - Number of tables: rounds or classroom
 - Chairs
 - Extension Cords
 - Podium
 - Fans
 - Flags
 - Tents
 - Barbeque Grill
 - Hold Irrigation
 - Etc.

NOTE: this process is needed to schedule personnel. Failure to follow the process might delay the service.

- Help Desk Requests will be reviewed by the Facilities Dept and approved for set up.
- Initial applicant will be contacted if necessary to complete event set up.

Contact Information

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