



AGC of Michigan
2323 N. Larch • Lansing, MI 48906 • Telephone (517) 371-1550 • Fax (517) 371-1131

BUILDING USE REQUEST FORM

**Must be submitted and approved a minimum of two (2) weeks prior to event.
Please call 24 hours in advance if your scheduled event is cancelled.**

Name of Organization: _____

Contact Person: _____

Description of Event: _____

Telephone Number: _____ Fax Number: _____

Beginning Date: _____ Ending Date: _____

Day of Week: _____ Number Attending: _____

Time Event Begins: _____ Time Event Ends: _____

Style of Setup: U-shape Classroom style Theater style

Equipment Needed: Polycom ViewStation MP videoconference unit* Projector

TV/VCR Flip charts Other _____

Food: Catered breakfast, lunch or dinner (extra charge – pay caterer directly)
(Coffee, soda and ice water will be provided)

**Videoconference line charges are billed at a separate cost based on length of the video call and number of locations. Call Claudia Jefcoat at 800-253-2426 for more information.*

Signature of Applicant

Date

Approval of AGC of Michigan

Date

Fax this form to: Adriane Truss | AGC of Michigan | (517) 371-1131

Office use only:

- Wall calendar
 Contractor member \$50
 Non member \$150

- Outlook calendar
 Supplier member \$100