



Wexford-Missaukee
Intermediate School District

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**Career Technical Center
Administration**

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*'The Mission of the
Wexford-Missaukee Area
Career Technical Center is to
prepare high school and adult
students for career success and
continuing education in a
technical environment for a
changing society.'*

Proudly Serving

Cadillac
Lake City
Manton
Marion
McBain
Mesick
Pine River

**'Helping Schools
Help Students'**



PROCEDURES FOR SCHEDULING ROOMS AT CTC

1. Contact Jennifer Gaffke (Mary Feak during the summer) to reserve rooms. (It is helpful if the staff member first checks the Outlook Public Folders for availability.)
2. When making said request, please have available the following information: Contact person, telephone number, date(s) and time(s), technology needs, food arrangements, if applicable, number of attendees, and any special arrangements.
3. Jennifer/Mary will verify availability of room and event will be booked.
4. A Technology Use Agreement form will be forwarded to the event contact person with instructions that it be returned to Trent Miller.
5. Maintenance personnel will be notified.
6. Hospitality personnel will be notified if food arrangements are required, and will be billed accordingly by the HRE personnel.
7. Respective directional signs will be placed in the hallways by Jennifer/Mary.
8. Room rental charges to be invoiced by Charlie/Jennifer