



Scenario Based Learning Facility Request

Name of Requestor: _____

Agency: _____

Address: _____

Phone: _____ Email: _____

Training Program Title: _____

Scenario Facility Requested:

Jones Building
Buttercup Rd. & 4th St.

Men's Home
3rd St.

Practical House #1
2nd St. (Adjacent to PTC)

Practical House #2
Main St. (Adjacent to Rte. 32)

Requested Start Date: _____ Requested End Date: _____

Total Number of Days Requested: _____ Weekends Requested: Yes No

Daily Start Time: _____ Daily End Time: _____

Anticipated Students per Day: _____

Alternate date(s) if requested date(s) are not availability: _____

Please Note:

- Daily Rental Fee for Outside Agencies: \$100 per building, per day
- Non-Client or Outside Agencies will be required to approve a User Agreement prior to confirmation.
- All cancellations must be sent in writing to Kelly.Parks@maryland.gov. Cancellation fees will apply based on User Agreement terms.



FOR MPCTC USE ONLY!

Received: _____ Confirmed: _____

Reminder: _____ User Agreement: _____

Cancellation Date: _____

Cancellation Reason: _____