

Building Utilization Request



Pioneer Career and Technology Center

ATTN: Director of Business Affairs
27 Ryan Road, Shelby, OH 44875

Part I - To be completed by organization requesting building utilization

Date(s) January 20th, 2021	Setup Time	Tear Down Time	Date Request Submitted August 21, 2020																		
Activity: Day(s) Wednesday																					
Event Time(s) 10:30 to 12:30			Room(s) / Area Requested: Community Room Cafeteria																		
Name of Organization and Event Being Held Counselors Meeting	Number of Persons Attending Meeting 25																				
Address		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)																			
Contact Person: Laurie Easler		Business Name: _____																			
Phone Numbers: Home: _____		Contact Person: _____																			
Work: _____ Cell: _____		Phone Number: _____																			
PCTC Requested Services: (Identify No. Needed)		Address: _____																			
<table border="0"> <tr> <td><u>Room Setup</u></td> <td><u>Electronic</u></td> <td><u>Café</u> OR <u>Culinary Arts</u></td> </tr> <tr> <td>☒ Chairs</td> <td>☐ Microphone</td> <td>☐ Drinks</td> </tr> <tr> <td>☒ Tables</td> <td>☐ Ovrhd. Proj.</td> <td>☐ Snacks</td> </tr> <tr> <td>☐ Chalkboard</td> <td>☐ Video Camera</td> <td>☐ Breakfast</td> </tr> <tr> <td>☐ Lectern</td> <td>☐ Video Recorder</td> <td>☐ Luncheon</td> </tr> <tr> <td>☐ Coat Racks</td> <td>☐ Internet Access</td> <td>☐ Dinner</td> </tr> </table>		<u>Room Setup</u>	<u>Electronic</u>	<u>Café</u> OR <u>Culinary Arts</u>	☒ Chairs	☐ Microphone	☐ Drinks	☒ Tables	☐ Ovrhd. Proj.	☐ Snacks	☐ Chalkboard	☐ Video Camera	☐ Breakfast	☐ Lectern	☐ Video Recorder	☐ Luncheon	☐ Coat Racks	☐ Internet Access	☐ Dinner	If specific hookup/utility needs are required see attached: (check one) <u>Yes</u> or <u>No</u> Estimated time of arrival at Pioneer for setup/delivery: _____ Other/Specify: _____ _____ _____	
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For specific room setup, see attached design: (check one) <u>Yes</u> or <u>No</u>		Date of contact with Cafeteria/Culinary Arts Services if used for this event: _____																			

Part II - To be completed by PCTC Personnel

Responsibility Notice

Estimate Calculation of Fees: Attach any pertinent papers.

Rental

Custodial Services

Food Services

Other

Total Fee Estimate

Note: Final invoice billing based upon actual costs following the event/activity.

Upon receipt of invoice, please make check payable to:
Pioneer CTC

Action Taken	Date	By
Approved and Booked	8/25/2020	[Signature]
Billed for Services		
Referred to Board		

It is understood that our organization assumes full responsibility for any damage to the building and equipment.

A Security Deposit in the amount of \$ _____ is required to confirm scheduling. This will be applied to final invoice upon satisfactory complete of event/activity.

Any and all information on this form may be shared with the public through our publicly accessed calendar.

[Signature]
Signature (person in charge of activity)

Date: _____

It is the policy of Pioneer Career & Technology Center to use these funds for the direct use, improvement, and maintenance of the building utilization areas of the school.

Thank you for selecting Pioneer for your event!

Revised 07/15