

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) <u>2-18-2021</u>	Setup Time <u>8</u>	Tear Down Time <u>930</u>	Date Request Submitted <u>2-5-21</u>
Activity: Day(s) <u>Thurs.</u>			
Event Time(s) <u>8:30-930</u>			
Name of Organization and Event Being Held <u>Plymouth ACT reg.</u>	Number of Persons Attending Meeting <u>23</u>	Room(s) / Area Requested: <u>Comm. Rm</u>	

Address _____
Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.) _____

Contact Person: Shannon Sprang
Phone Numbers: Home: _____ Work: _____ Cell: _____
Business Name: _____
Contact Person: _____
Phone Number: _____
Address: _____

PCTC Requested Services: (Identify No. Needed)

<u>Room Setup</u>	<u>Electronic</u>	<u>Café</u> OR <u>Culinary Arts</u>
<input checked="" type="checkbox"/> Chairs	<input type="checkbox"/> Microphone	<input type="checkbox"/> Drinks
<input checked="" type="checkbox"/> Tables	<input type="checkbox"/> Ovrhd. Proj.	<input type="checkbox"/> Snacks
<input type="checkbox"/> Chalkboard	<input type="checkbox"/> Video Camera	<input type="checkbox"/> Breakfast
<input type="checkbox"/> Lectern	<input type="checkbox"/> Video Recorder	<input type="checkbox"/> Luncheon
<input type="checkbox"/> Coat Racks	<input type="checkbox"/> Internet Access	<input type="checkbox"/> Dinner

For specific room setup, see attached design: (check one)
☐ Yes or ☐ No

If specific hookup/utility needs are required see attached: (check one) ☐ Yes or ☐ No
Estimated time of arrival at Pioneer for setup/delivery: _____

Other/Specify: _____

Date of contact with Cafeteria/Culinary Arts Services if used for this event: _____

Responsibility Notice

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 (person in charge of activity)

Date: _____

Thank you for selecting Pioneer for your event!

Part II - To be completed by PCTC Personnel

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	<u>2/8/2021</u>	<u>WJB</u>
Called for Services		
Referred to Board		

It is the policy of Pioneer Career & Technology Center to use these funds for the direct use, improvement, and