

Building Utilization Request



Pioneer Career and Technology

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

Part I - To be completed by organization requesting building utilization

Date(s) <u>6/9,6/14,6/16,6/21,6/23,6/28/22</u>		5:00 PM	Tear Down Time	Date Request Submitted
Activity: Day(s) <u>Tuesdays & Thursday</u>		setup	8:00 PM	<u>May 25, 2022</u>
Event Time(s)				Room(s) / Area Requested
Name of Organization and Event Being Held Summer cooking classes Adult Education		Number of Persons Attending Meeting 12-15		Culinary Arts lab & pioneer room
Address 27 Ryan Road Shelby, OH 44875		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)		
Contact Person: <u>Seth Weibel</u>		Business Name: <u>Pioneer Adult Education</u>		
Phone Numbers: Home: <u>419 962-1810</u>		Contact Person: _____		
Work: _____ Cell: _____		Phone Number: _____		
PCTC Requested Services: (Identify No. Needed)		Address: _____		
<u>Room Setup</u> <u>Electronic</u> <u>X</u> <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: <u>Pioneer Room Parking Lot for entry of participants</u> _____ _____ _____		
For specific room setup, see attached design: (check one) <u>X</u> <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

Estimate Calculation of Fees: Attach any pertinent papers.	
Rental	<u>\$0.00</u>
Custodial Services	<u>0.00</u>
Food Services	<u>0.00</u>
Other	
Total Fee Estimate	<u>\$0.00</u>
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>5/25/2022</u> <u>K-IC</u>
Billed for Services	
Referred to Board	

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 \$ 0.00 is required to confirm scheduling. This will be applied to final invoice upon satisfactory completion 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: _____

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

Thank you for selecting Pioneer for your event.