

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) June 13, 2022		Setup Time	Tear Down Time	Date Request Submitted
Activity: Day(s) Monday				May 31, 2022
Event Time(s) tbd		8:00 AM	5:30 PM	Room(s) / Area Requested:
Name of Organization and Event Being Held SkillsUSA National Contest Employability/Professional Development Test		Number of Persons Attending Meeting 5		Criminal Justice Lab &/or Criminal Justice Classroom
Address Pioneer SkillsUSA		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)		
Contact Person: Christi Smith		Business Name: N/A		
Phone Numbers: Home: 419 571-3525		Contact Person: _____		
Work: ext 42733 Cell: 419 571-3525		Phone Number: _____		
PCTC Requested Services: (Identify No. Needed)		Address: _____		
<input type="checkbox"/> Café OR <input type="checkbox"/> Culinary Arts <input type="checkbox"/> Room Setup <input type="checkbox"/> Electronic <input type="checkbox"/> Chairs <input type="checkbox"/> Microphone <input type="checkbox"/> Drinks <input type="checkbox"/> Tables <input checked="" type="checkbox"/> Ovrhd. Proj. <input type="checkbox"/> Snacks <input checked="" type="checkbox"/> Chalkboard <input type="checkbox"/> Video Camera <input type="checkbox"/> Breakfast <input checked="" type="checkbox"/> Lectern <input type="checkbox"/> Video Recorder <input type="checkbox"/> Luncheon <input type="checkbox"/> Coat Racks <input checked="" type="checkbox"/> Internet Access <input type="checkbox"/> Dinner		If specific hookup/utility needs are required see attached: (check <input type="checkbox"/> Yes or <input type="checkbox"/> No Estimated time of arrival at Pioneer for setup/delivery: _____ Other/Specify: _____ _____ _____ _____		
For specific room setup, see attached design: (check one) <input checked="" type="checkbox"/> Yes or <input checked="" type="checkbox"/> No Tech help appreciated		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.		It is understood that our organization assumes full responsibility for any damage to the building and equipment.		
Rental		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.		
Custodial Services				
Food Services				
Other				
Total Fee Estimate				
Note: Final invoice billing based upon actual costs following the event/activity.		Any and all information on this form may be shared with the public through our publicly accessed calendar.		
Upon receipt of invoice, please make check payable to: Pioneer CTC				
Action Taken	Date	By		
Approved and Booked	6/2/22	Kulc		
Billed for Services				
Referred to Board				
		Christi Smith Signature (person in charge of activity) Date: 5-31-2022		

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

Spreadsheet shared with you: "2022 Natl SkillsUSA prof dev+employ test"

Christi Smith (via Google Sheets) <drive-shares-dm-noreply@google.com>

Tue 5/31/2022 9:19 PM

To: Donahue Karen <donahue.karen@pioneerctc.edu>

Cc: Donahue Karen <donahue.karen@pioneerctc.edu>; Smith Christi <smith.christi@pioneerctc.edu>

smith.christi@pctc.k12.oh.us shared a spreadsheet

 Unknwn
profile
photo

smith.christi@pctc.k12.oh.us has invited you to **edit** the following spreadsheet:

Hi

I am sharing a building utilization form for the Professional Development/Employability Test that the Crime Scene Investigation Team has to take before they travel to the National Contest in Atlanta, GA. I am expected to monitor them taking the test.

I am asking them to be available to test with me on June 13 in the Criminal Justice area. Mr. George has a practice scheduled with them at 2:30 pm. However, I am asking them to arrange a time to take a test with me that may or may not be close to the practice time.

I will check in at the BOE before proceeding to the Criminal Justice area.

Thanks,
Christi

2022 Natl SkillsUSA prof dev+employ test

Open

Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA
You have received this email because smith.christi@pctc.k12.oh.us shared a spreadsheet with you from Google Sheets.

Logo for Google Sheets