

# 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>3/14/19</u>		Setup Time	Tear Down Time	Date Request Submitted																		
Activity: Day(s) <u>Thursday</u>		<u>8am</u>	<u>11:30</u>	<u>2/13/19</u>																		
Event Time(s)		Room(s) / Area Requested:																				
Name of Organization and Event Being Held		Number of Persons Attending Meeting		Community room																		
<u>STEP Class -</u>		<u>25-30</u>																				
Address		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)																				
<u>PCTC</u>		Business Name: <u>Richland Newhope</u>																				
Contact Person: <u>Heather Fighter</u>		Contact Person: _____																				
Phone Numbers: Home: _____		Phone Number: _____																				
Work: <u>X 425601</u> Cell: _____		Address: _____																				
PCTC Requested Services: (Identify No. Needed)		If specific hookup/utility needs are required see attached: (check one) <u>Yes</u> or <u>No</u>																				
<table border="0"> <tr> <td><u>X</u> Room Setup</td> <td><u>Electronic</u></td> <td><u>Café</u> OR <u>Culinary Arts</u></td> </tr> <tr> <td><u>X</u> Chairs</td> <td><u>Microphone</u></td> <td><u>Drinks</u></td> </tr> <tr> <td><u>X</u> Tables</td> <td><u>Ovrhd. Proj.</u></td> <td><u>Snacks</u></td> </tr> <tr> <td><u>Chalkboard</u></td> <td><u>Video Camera</u></td> <td><u>Breakfast</u></td> </tr> <tr> <td><u>Lectern</u></td> <td><u>Video Recorder</u></td> <td><u>Luncheon</u></td> </tr> <tr> <td><u>Coat Racks</u></td> <td><u>Internet Access</u></td> <td><u>Dinner</u></td> </tr> </table>		<u>X</u> Room Setup	<u>Electronic</u>	<u>Café</u> OR <u>Culinary Arts</u>	<u>X</u> Chairs	<u>Microphone</u>	<u>Drinks</u>	<u>X</u> Tables	<u>Ovrhd. Proj.</u>	<u>Snacks</u>	<u>Chalkboard</u>	<u>Video Camera</u>	<u>Breakfast</u>	<u>Lectern</u>	<u>Video Recorder</u>	<u>Luncheon</u>	<u>Coat Racks</u>	<u>Internet Access</u>	<u>Dinner</u>	Estimated time of arrival at Pioneer for setup/delivery: _____		
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For specific room setup, see attached design: (check one)		Other/Specify: _____																				
<u>X Yes</u> or <u>No</u> <u>See back (if not in use day before student council)</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** 6

**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>2/13/2019</u>	<u>WLF</u>
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.**

Heather Fighter  
Signature (person in charge of activity)

Date: 2/13/19

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!**

Chairs along outside

