

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>3/27/19</u>	Setup Time	Tear Down Time	Date Request Submitted <u>3/25/19</u>
Activity: Day(s) <u>Wednesday</u>	<u>None needed</u>	<u>None needed</u>	Room(s) / Area Requested: <u>DLTC</u>
Event Time(s) <u>8:00am - 10:27am</u>			
Name of Organization and Event Being Held <u>Meeting with students who are helping with tours for 50th Anniv.</u>		Number of Persons Attending Meeting <u>40</u>	
Address <u>PCTC</u>		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)	
Contact Person: <u>Clay Fnp/Mercedes Over</u>		Business Name: _____	
Phone Numbers: <u>42205</u> Home: <u>42814</u>		Contact Person: _____	
Work: _____ Cell: _____		Phone Number: _____	
		Address: _____	

PCTC Requested Services: (Identify No. Needed)

<u>Room Setup</u>	<u>Electronic</u>	<u>Café</u> OR <u>Culinary Arts</u>
<u>Chairs</u>	<u>Microphone</u>	<u>Drinks</u>
<u>Tables</u>	<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>

For specific room setup, see attached design: (check one)

Yes or X 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: _____

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>3/25/19</u>	<u>WLB</u>
Billed for Services		
Referred to Board		

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

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!