

# 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) <b>1/9/2020</b>	Setup Time	Tear Down Time	Date Request Submitted <b>May 24, 2019</b>																		
Activity: Day(s) <b>Thursday</b>																					
Event Time(s) <b>8:45 AM</b>	<b>7:30</b>	<b>11:00</b>	Room(s) / Area Requested: <b>Community Room</b>																		
Name of Organization and Event Being Held <b>Partner School Principals Meeting</b>		Number of Persons Attending Meeting <b>25</b>																			
Address		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)																			
Contact Person: <b>Tina Hurst, ext. 42200</b>		Business Name: _____																			
Phone Numbers: Home: _____		Contact Person: _____																			
Work: _____ Cell: _____		Phone Number: _____																			
Address: _____		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>Room Setup</u></td> <td><u>Electronic</u></td> <td><input checked="" type="checkbox"/> <u>Café</u> OR <u>Culinary Arts</u></td> </tr> <tr> <td><input checked="" type="checkbox"/> Chairs</td> <td>_____ Microphone</td> <td>_____ Drinks</td> </tr> <tr> <td><input checked="" type="checkbox"/> Tables</td> <td>_____ Ovrhd. Proj.</td> <td>_____ Snacks</td> </tr> <tr> <td>_____ Chalkboard</td> <td>_____ Video Camera</td> <td><input checked="" type="checkbox"/> Breakfast</td> </tr> <tr> <td><input checked="" type="checkbox"/> Lectern</td> <td>_____ Video Recorder</td> <td>_____ Luncheon</td> </tr> <tr> <td>_____ Coat Racks</td> <td>_____ Internet Access</td> <td>_____ Dinner</td> </tr> </table>		<u>Room Setup</u>	<u>Electronic</u>	<input checked="" type="checkbox"/> <u>Café</u> OR <u>Culinary Arts</u>	<input checked="" type="checkbox"/> Chairs	_____ Microphone	_____ Drinks	<input checked="" type="checkbox"/> Tables	_____ Ovrhd. Proj.	_____ Snacks	_____ Chalkboard	_____ Video Camera	<input checked="" type="checkbox"/> Breakfast	<input checked="" type="checkbox"/> Lectern	_____ Video Recorder	_____ Luncheon	_____ Coat Racks	_____ Internet Access	_____ Dinner	Estimated time of arrival at Pioneer for setup/delivery: _____	
<u>Room Setup</u>	<u>Electronic</u>	<input checked="" type="checkbox"/> <u>Café</u> OR <u>Culinary Arts</u>																			
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For specific room setup, see attached design: (check one) <input checked="" type="checkbox"/> <u>Yes</u> or <u>No</u>		Other/Specify: <b>Breakfast arrangements made with J. Fortman as event approaches, tables/chairs in "U" shape with open end and podium at east end of room</b>																			
		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 .....	_____	
<b>Total Fee Estimate</b>		_____
<b>Note:</b> Final invoice billing based upon actual costs following the event/activity.		
Upon receipt of invoice, please make check payable to: <b>Pioneer CTC</b>		
<b>Action Taken</b>	<b>Date</b>	<b>By</b>
Approved and Booked	<b>5/30/2019</b>	<i>[Signature]</i>
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 \$ \_\_\_\_\_ 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]*  
Signature (person in charge of activity)

Date: **5/29/19**

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!