

# 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) <del>5/24/2019</del> <u>10/28/2019</u>	Setup Time	Tear Down Time	Date Request Submitted																		
Activity: Day(s) <u>Monday</u>			<u>May 24, 2019</u>																		
Event Time(s) <u>5:30-9:00</u>	<u>1:00</u>	<u>8:00</u>	Room(s) / Area Requested:																		
Name of Organization and Event Being Held <b>Pioneer All Member Advisory Committees Board Dinner/Meeting</b>		Number of Persons Attending Meeting <b>225</b>	<b>Cafeteria then various labs</b>																		
Address		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)																			
Contact Person: <u>Kris Kowalski, ext. 42202</u>		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>x</u> Café</td> <td>OR</td> <td><u>  </u> Culinary Arts</td> </tr> <tr> <td><u>x</u> Chairs</td> <td><u>x</u> Microphone</td> <td><u>x</u> Drinks</td> </tr> <tr> <td><u>x</u> Tables</td> <td><u>  </u> Ovrhd. Proj.</td> <td><u>  </u> Snacks</td> </tr> <tr> <td><u>  </u> Chalkboard</td> <td><u>  </u> Video Camera</td> <td><u>  </u> Breakfast</td> </tr> <tr> <td><u>x</u> Lectern</td> <td><u>  </u> Video Recorder</td> <td><u>  </u> Luncheon</td> </tr> <tr> <td><u>  </u> Coat Racks</td> <td><u>  </u> Internet Access</td> <td><u>x</u> Dinner</td> </tr> </table>		<u>x</u> Café	OR	<u>  </u> Culinary Arts	<u>x</u> Chairs	<u>x</u> Microphone	<u>x</u> Drinks	<u>x</u> Tables	<u>  </u> Ovrhd. Proj.	<u>  </u> Snacks	<u>  </u> Chalkboard	<u>  </u> Video Camera	<u>  </u> Breakfast	<u>x</u> Lectern	<u>  </u> Video Recorder	<u>  </u> Luncheon	<u>  </u> Coat Racks	<u>  </u> Internet Access	<u>x</u> Dinner	Estimated time of arrival at Pioneer for setup/delivery: _____	
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For specific room setup, see attached design: (check one) <u>Yes</u> or <u>No</u>		Other/Specify: <u>Dinner arrangements will be made with Jason Fortman as event approaches</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 .....	_____	
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	<u>6/4/2019</u>	<u>[Signature]</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 \$ \_\_\_\_\_ 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!