

Building Utilization Request



Pioneer Career and Technology Center

ATTN: Director of Business Affairs
27 Ryan Road, Shelby, OH 44881

Part I - To be completed by organization requesting building utilization

Date(s) <u>11-12-19</u>	Setup Time <u>9:30</u>	Tear Down Time <u>12:30</u>	Date Request Submitted <u>10/15/19</u>
Activity: Day(s) <u>Tuesday</u>			Room(s) / Area Requested: <u>Community Room</u>
Event Time(s) <u>9:30-1:00</u>			

Name of Organization and Event Being Held
STEP Class Voting Demo by County Bd of elections

Number of Persons Attending Meeting
30 total 10 at a time

Address

Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)

Contact Person: Heather Fighter

Business Name: Bd of elections Rep

Phone Numbers: Home: _____

Contact Person: Heather Fighter

Work: _____ Cell: _____

Phone Number: _____

Address: _____

PCTC Requested Services: (Identify No. Needed)

If specific hookup/utility needs are required see attached: (check one) Yes or No

We will set up Cafe OR Culinary Arts
Room Setup Electronic
10 Chairs Microphone Drinks
1 Tables Ovrhd. Proj. Snacks
Chalkboard Video Camera Breakfast
Lectern Video Recorder Luncheon
Coat Racks Internet Access Dinner

Estimated time of arrival at Pioneer for setup/delivery

9:45 am

Other/Specify: _____

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

Yes or X No

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 D

Custodial Services

A Security Deposit in the amount of \$ _____ is required to confirm scheduling. This will be applied to final invoice upon satisfactory completion of event/activity.

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	<u>10/17/2019</u>	<u>WYB</u>
Billed for Services		
Referred to Board		

Heather Fighter
Signature (person in charge of activity)

Date: 10.15.19

It is the policy of Pioneer Career & Technology Center to

Thank you for selecting Pioneer for your event!

My class can do set up that morning.