

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) 12/6/2019	Setup Time	Tear Down Time	Date Request Submitted November 18, 2019
Activity: Day(s) 12/6/2019			Room(s) / Area Requested: 164
Event Time(s) 8:00 am - 2:30 pm			
Name of Organization and Event Being Held IT Support - Cyber Patriot	Number of Persons Attending Meeting am = 8 / pm = 12		
Address 27 Ryan Road	Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)		
Contact Person: Dan Foss	Business Name: _____		
Phone Numbers: Home: _____	Contact Person: _____		
Work: 42713 Cell: _____	Phone Number: _____		
PCTC Requested Services: (Identify No. Needed)		Address: _____	
<u>Room Setup</u>	<u>Electronic</u>	<u>Café</u> OR <u>Culinary Arts</u>	
12 Chairs	Microphone	Drinks	
Tables	Ovrhd. Proj.	Snacks	
Chalkboard	Video Camera	Breakfast	
Lectern	Video Recorder	Luncheon	
Coat Racks	Internet Access	Dinner	
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 x 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	11/19/2019	MJB
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 (person in charge of activity) _____

Date: _____

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!