

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) 12/17/19-12/20/19		Setup Time	Tear Down Time	Date Request Submitted
Activity: Day(s) Friday and Saturday 12-17-19				December 5, 2019
Event Time(s) Tues - 12/18/19		9:00 AM	4:00 pm	Room(s) / Area Requested:
Name of Organization and Event Being Held Pioneer GEMS Booktique		Number of Persons Attending Meeting 300		Library and Old Computer lab area.
Address		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)		
Contact Person: Karrie Davisson		Business Name:		
Phone Numbers: Home: Work: ext 42912 Cell:		Contact Person: Karrie Davisson		
		Phone Number:		
		Address:		
PCTC Requested Services: (Identify No. Needed)		If specific hookup/utility needs are required see attached: (check one) Yes or No		
<u>Room Setup</u>	<u>Electronic</u>	<u>Café</u> OR <u>Culinary Arts</u>		
<input type="checkbox"/> Chairs	<input type="checkbox"/> Microphone	<input type="checkbox"/> Drinks		
<input type="checkbox"/> Tables	<input type="checkbox"/> Ovrhd. Proj.	<input type="checkbox"/> Snacks		
<input type="checkbox"/> Chalkboard	<input type="checkbox"/> Video Camera	<input type="checkbox"/> Breakfast		
<input type="checkbox"/> Lectern	<input type="checkbox"/> Video Recorder	<input type="checkbox"/> Luncheon		
<input type="checkbox"/> Coat Racks	<input type="checkbox"/> Internet Access	<input type="checkbox"/> Dinner		
For specific room setup, see attached design: (check one) Yes or No		Estimated time of arrival at Pioneer for setup/delivery:		
		Other/Specify: I will set up the area.		
		The library will be closed during lunch unless students are attending the booktique.		
		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	12/6/2019	Karrie Davisson
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.

Karrie Davisson
Signature (person in charge of activity)

Date: 12/5/2019

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!