

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) 12/19/2019 | | Setup Time | Tear Down Time | Date Request Submitted December 11, 2019 | | | | | | | | | | | | | | | | | | |
| Activity: Day(s) Thursday | | | | Room(s) / Area Requested: Community Room | | | | | | | | | | | | | | | | | | |
| Event Time(s) 12:00 pm to 2:00 pm | | | | | | | | | | | | | | | | | | | | | | |
| Name of Organization and Event Being Held Home Remodeling | | Number of Persons Attending Meeting 15 people | | | | | | | | | | | | | | | | | | | | |
| Address | | Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.) | | | | | | | | | | | | | | | | | | | | |
| Contact Person: Matt Parr | | Business Name: Domino's Pizza | | | | | | | | | | | | | | | | | | | | |
| Phone Numbers: Home: _____ | | Contact Person: Matt Parr | | | | | | | | | | | | | | | | | | | | |
| Work: _____ Cell: 419 566-6071 | | Phone Number: _____ | | | | | | | | | | | | | | | | | | | | |
| PCTC Requested Services: (Identify No. Needed) | | Address: _____ | | | | | | | | | | | | | | | | | | | | |
| <table border="0"> <tr> <td><u>Room Setup</u></td> <td><u>Electronic</u></td> <td><u>Café</u> OR <u>Culinary Arts</u></td> </tr> <tr> <td>15 Chairs</td> <td>___ Microphone</td> <td>___ Drinks</td> </tr> <tr> <td>8 Tables</td> <td>___ Ovrhd. Proj.</td> <td>___ Snacks</td> </tr> <tr> <td>___ Chalkboard</td> <td>___ Video Camera</td> <td>___ Breakfast</td> </tr> <tr> <td>___ Lectern</td> <td>___ Video Recorder</td> <td>X Luncheon</td> </tr> <tr> <td>___ Coat Racks</td> <td>___ Internet Access</td> <td>___ Dinner</td> </tr> </table> | | <u>Room Setup</u> | <u>Electronic</u> | <u>Café</u> OR <u>Culinary Arts</u> | 15 Chairs | ___ Microphone | ___ Drinks | 8 Tables | ___ Ovrhd. Proj. | ___ Snacks | ___ Chalkboard | ___ Video Camera | ___ Breakfast | ___ Lectern | ___ Video Recorder | X Luncheon | ___ Coat Racks | ___ Internet Access | ___ Dinner | If specific hookup/utility needs are required see attached: (check one) ___ Yes or x No Estimated time of arrival at Pioneer for setup/delivery: 12:00 pm at High School Office Other/Specify: _____ _____ _____ | | |
| <u>Room Setup</u> | <u>Electronic</u> | <u>Café</u> OR <u>Culinary Arts</u> | | | | | | | | | | | | | | | | | | | | |
| 15 Chairs | ___ Microphone | ___ Drinks | | | | | | | | | | | | | | | | | | | | |
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| ___ Chalkboard | ___ Video Camera | ___ Breakfast | | | | | | | | | | | | | | | | | | | | |
| ___ Lectern | ___ Video Recorder | X Luncheon | | | | | | | | | | | | | | | | | | | | |
| ___ Coat Racks | ___ Internet Access | ___ Dinner | | | | | | | | | | | | | | | | | | | | |
| For specific room setup, see attached design: (check one) ___ Yes or ___ 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.

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

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.

| Action Taken | Date | By |
|---------------------|------------|-----|
| Approved and Booked | 12/12/2019 | MPB |
| Billed for Services | | |
| Referred to Board | | |

Signature (person in charge of activity)

Date: 12/11/2019

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!!