

# 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) <u>9/14/2020</u>		Setup Time	Tear Down Time	Date Request Submitted <b>September 8, 2020</b>																		
Activity: Day(s) <u>mMonday</u>				Room(s) / Area Requested: <b>Front half of the Cafeteria.</b>																		
Event Time(s) <b>4:00 pm to 5:00 pm</b>																						
Name of Organization and Event Being Held <b>Pioneer Satellite Instructors Meeting</b>		Number of Persons Attending Meeting <b>32</b>																				
Address <b>27 Ryan Road</b>		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)																				
Contact Person: <u>Matt Parr</u>		Business Name: <u>The Vault</u>																				
Phone Numbers: Home: _____		Contact Person: <u>Ben Lash</u>																				
Work: _____ Cell: <u>419 566-6071</u>		Phone Number: <u>419-565-4296</u>																				
PCTC Requested Services: (Identify No. Needed)		Address: <u>29 W. Main St., Shelby, OH 44875</u>																				
<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><input checked="" type="checkbox"/> Chairs</td> <td><input checked="" type="checkbox"/> Microphone</td> <td>_____ Drinks</td> </tr> <tr> <td><input checked="" type="checkbox"/> Tables</td> <td><input checked="" type="checkbox"/> 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>_____ Luncheon</td> </tr> <tr> <td>_____ Coat Racks</td> <td>_____ Internet Access</td> <td><input checked="" type="checkbox"/> Dinner</td> </tr> </table>		<u>Room Setup</u>	<u>Electronic</u>	<u>Café</u> OR <u>Culinary Arts</u>	<input checked="" type="checkbox"/> Chairs	<input checked="" type="checkbox"/> Microphone	_____ Drinks	<input checked="" type="checkbox"/> Tables	<input checked="" type="checkbox"/> Ovrhd. Proj.	_____ Snacks	_____ Chalkboard	_____ Video Camera	_____ Breakfast	_____ Lectern	_____ Video Recorder	_____ Luncheon	_____ Coat Racks	_____ Internet Access	<input checked="" type="checkbox"/> Dinner	If specific hookup/utility needs are required see attached: (check one) <u>Yes</u> or <input checked="" type="checkbox"/> <u>No</u>		
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For specific room setup, see attached design: (check one) <input checked="" type="checkbox"/> <u>Yes</u> or <u>No</u>		Estimated time of arrival at Pioneer for setup/delivery: <b>3:30 PM</b>																				
		Other/Specify: <u>To be served from the cafeteria.</u>																				
		Date of contact with Cafeteria/Culinary Arts Services if used for this event: <u>N/A</u>																				

## 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	<u>9/9/2020</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.**

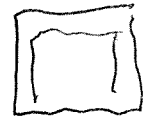
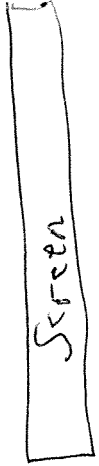
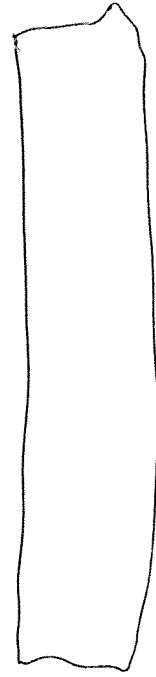
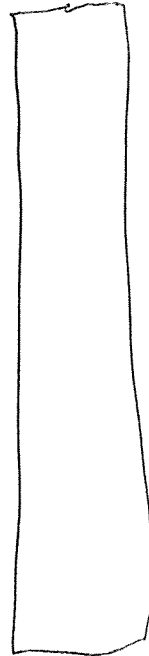
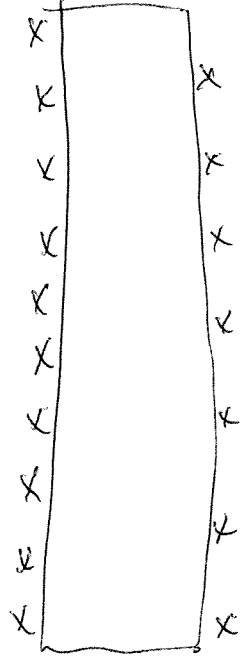
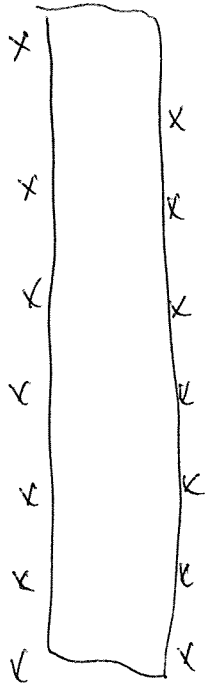
Signature (person in charge of activity) \_\_\_\_\_

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!**

Entrance



Podium  
+  
Microphone