

# 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) <b>12/2/2020</b>  |  | Setup Time   | Tear Down Time | Date Request Submitted<br><b>October 19, 2020</b>                    |
| Activity: Day(s) <b>Wednesday</b>   |  |  |                | Room(s) / Area Requested:<br><b>W102 &amp; W104 Horticulture Lab</b> |
| Event Time(s) <b>6-8pm</b>  |  | Name of Organization and Event Being Held<br><b>Adult Ed Holiday Wreath Class</b>  |                | Number of Persons Attending Meeting<br><b>12</b>                     |
| Address<br><b>27 Ryan Road Shelby, Ohio 44875</b>   |  | Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)  |                |  |
| Contact Person: <b>D. Paullin/J. Eldridge/J. Cooper</b>   |  | Business Name: _____   |                |  |
| Phone Numbers: Home: _____  |  | Contact Person: _____  |                |  |
| Work: <b>419 342-1100</b> Cell: _____   |  | Phone Number: _____  |                |  |
| PCTC Requested Services: (Identify No. Needed)  |  | Address: _____   |                |  |
| <input type="checkbox"/> Café OR <input type="checkbox"/> Culinary Arts<br><input type="checkbox"/> Room Setup <input type="checkbox"/> Electronic <input type="checkbox"/> Microphone <input type="checkbox"/> Drinks<br><input type="checkbox"/> Tables <input type="checkbox"/> Ovrhd. Proj. <input type="checkbox"/> Snacks<br><input type="checkbox"/> Chalkboard <input type="checkbox"/> Video Camera <input type="checkbox"/> Breakfast<br><input type="checkbox"/> Lectern <input type="checkbox"/> Video Recorder <input type="checkbox"/> Luncheon<br><input type="checkbox"/> Coat Racks <input type="checkbox"/> Internet Access <input type="checkbox"/> Dinner |  | If specific hookup/utility needs are required see attached:<br>(check one) <input type="checkbox"/> Yes or <input type="checkbox"/> No<br>Estimated time of arrival at Pioneer for setup/delivery: _____<br>Other/Specify: _____<br>_____<br>_____ |                |  |
| For specific room setup, see attached design: (check one)<br><input type="checkbox"/> Yes or <input type="checkbox"/> No  |  | 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 .....  | _____       |           |
| <b>Total Fee Estimate</b> _____  |             |           |
| <b>Note:</b> Final invoice billing based upon actual costs following the event/activity. |             |           |
| Upon receipt of invoice, please make check payable to:<br><b>Pioneer CTC</b>             |             |           |
| <b>Action Taken</b>  | <b>Date</b> | <b>By</b> |
| Approved and Booked  | 10/20/2020  | JES       |
| 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: 10/19/20

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!**