

Building Utilization Request



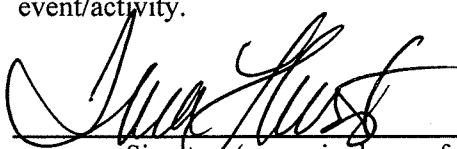
Pioneer Career and Technology Center

ATTN: Director of Business Affairs
27 Ryan Road, Shelby, OH 44875

Part I - To be completed by organization requesting building utilization

Date(s) 10/19/2021		Setup Time 7:00	Tear Down Time 2:05	Date Request Submitted June 3, 2021
Activity: Day(s) Tuesday				
Event Time(s) 7:30-2:00 pm		Room(s) / Area Requested: Community Room		
Name of Organization Picture Retake Day		Number of Persons Attending Meeting		
Address		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)		
Contact Person: Tina Hurst, ext. 42200		Business Name: _____		
Phone Numbers: Home: _____		Contact Person: _____		
Work: _____ Cell: _____		Phone Number: _____		
		Address: _____		
PCTC Requested Services: (Identify No. Needed)		If specific hookup/utility needs are required see attached: (check one) <u>Yes</u> or <u>No</u>		
<u>Room Setup</u>	<u>Electronic</u>	<u>Café/Culinary Arts</u>		
4 Chairs	____ Microphone	____ Drinks		
3 Tables	____ Ovrhd. Proj.	____ Snacks		
____ Chalkboard	____ Video Camera	____ Luncheon		
____ Lectern	____ Video Recorder	____ Dinner		
____ Coat Racks	____ Internet Access			
For specific room setup, see attached design: (check one)		Estimated time of arrival at Pioneer for setup/delivery: 7:00		
x Yes or No		Other/Specify: One table/one chair		
		Cameras will need to plug in;		
		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			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.  Signature (person in charge of activity) Date: _____		
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	6/14/2021	THB			
Billed for Services					
Referred to Board					

Thank you for selecting Pioneer for your event!

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.