

# 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>9/16/2021</b>	Setup Time	Tear Down Time	Date Request Submitted <b>August 30, 2021</b>																		
Activity: Day(s) <b>9/16/2021</b>																					
Event Time(s) <b>3:30 pm to 5:30 pm</b>			Room(s) / Area Requested: <b>Community Room</b>																		
Name of Organization and Event Being Held <b>Satellite Teacher Opening Meeting</b>	Number of Persons Attending Meeting <b>30</b>																				
Address <b>PCTC - 27 Ryan Road, Shelby, Ohio 44875</b>	Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)																				
Contact Person: <b>Matt Parr</b>	Business Name: <b>TBA - Food Provided</b>																				
Phone Numbers: Home: _____	Contact Person: <b>Matt Parr</b>																				
Work: <b>Ext. 42206</b> Cell: <b>419 566-6071</b>	Phone Number: <b>419-566-6071</b>																				
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</td> </tr> <tr> <td><u>30</u> Chairs</td> <td><u>Microphone</u></td> <td><u>Culinary Arts</u></td> </tr> <tr> <td><u>15</u> Tables</td> <td><u>x</u> Ovrhd. Proj.</td> <td><u>Snacks</u></td> </tr> <tr> <td><u>Chalkboard</u></td> <td><u>Video Camera</u></td> <td><u>Breakfast</u></td> </tr> <tr> <td><u>Lectern</u></td> <td><u>Video Recorder</u></td> <td><u>Luncheon</u></td> </tr> <tr> <td><u>Coat Racks</u></td> <td><u>x</u> Internet Access</td> <td><u>Dinner</u></td> </tr> </table>		<u>Room Setup</u>	<u>Electronic</u>	<u>Café</u> OR	<u>30</u> Chairs	<u>Microphone</u>	<u>Culinary Arts</u>	<u>15</u> Tables	<u>x</u> Ovrhd. Proj.	<u>Snacks</u>	<u>Chalkboard</u>	<u>Video Camera</u>	<u>Breakfast</u>	<u>Lectern</u>	<u>Video Recorder</u>	<u>Luncheon</u>	<u>Coat Racks</u>	<u>x</u> Internet Access	<u>Dinner</u>	If specific hookup/utility needs are required see attached: (check one) <u>Yes</u> or <u>No</u> Estimated time of arrival at Pioneer for setup/delivery: _____ Other/Specify: <u>Setup on back</u>	
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For specific room setup, see attached design: (check one) <u>x</u> Yes or <u>No</u>		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	8/30/21	K/L
Billed for Services		
Referred to Board		

Matthew R. Parr  
Signature (person in charge of activity)

Date: 8-30-21

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!**

Front

Podium

x x

x x

x x

x x

x x

x x

x x

x x

x x

x x

x x

x x

x x

x x

x x

Table

Back