

*Date + Location Change*

# Building Utilization Request



## Pioneer Career and Technology Center

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

Date(s) <u>February 24, 2022</u> <i>2/18/22</i>		Setup Time	Tear Down Time	Date Request Submitted																		
Activity: Day(s) <u>Thursday</u>				June 1, 2021																		
Event Time(s) <u>8 - 2pm</u>		7:00 AM	2:00 PM	Room(s) / Area Requested:																		
Name of Organization and Event Being Held <b>ECE- Preschool and Childcare Center Picture Day</b>		Number of Persons Attending Meeting <b>30</b>		<i>W181</i> <i>Wide Junior Classroom</i> <i>ECE Classroom</i>																		
Address		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)																				
Contact Person: <u>Tesla Gray</u>		Business Name: _____																				
Phone Numbers: Home: _____		Contact Person: _____																				
Work: ext <u>42600</u> Cell: _____		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><u>Chairs</u></td> <td><u>Microphone</u></td> <td><u>Drinks</u></td> </tr> <tr> <td><u>Tables</u></td> <td><u>Ovrhd. Proj.</u></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>Internet Access</u></td> <td><u>Dinner</u></td> </tr> </table>		<u>Room Setup</u>	<u>Electronic</u>	<u>Café</u> OR <u>Culinary Arts</u>	<u>Chairs</u>	<u>Microphone</u>	<u>Drinks</u>	<u>Tables</u>	<u>Ovrhd. Proj.</u>	<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>Internet Access</u>	<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>Room Setup</u>	<u>Electronic</u>	<u>Café</u> OR <u>Culinary Arts</u>																				
<u>Chairs</u>	<u>Microphone</u>	<u>Drinks</u>																				
<u>Tables</u>	<u>Ovrhd. Proj.</u>	<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>Internet Access</u>	<u>Dinner</u>																				
For specific room setup, see attached design: (check one) <input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No		Date of contact with Cafeteria/Culinary Arts Services if used for this event: _____																				
Estimate Calculation of Fees: Attach any pertinent papers. Rental ..... Custodial Services ..... Food Services ..... Other ..... <b>Total Fee Estimate</b> ..... Note: Final invoice billing based upon actual costs following the event/activity. Upon receipt of invoice, please make check payable to: <b>Pioneer CTC</b>		<b>Responsibility Notice</b> 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.																				
<table border="1"> <tr> <th>Action Taken</th> <th>Date</th> <th>By</th> </tr> <tr> <td>Approved and Booked</td> <td><u>4/3/2021</u></td> <td><u>TG</u></td> </tr> <tr> <td>Billed for Services</td> <td></td> <td></td> </tr> <tr> <td>Referred to Board</td> <td></td> <td></td> </tr> </table>		Action Taken	Date	By	Approved and Booked	<u>4/3/2021</u>	<u>TG</u>	Billed for Services			Referred to Board			Signature (person in charge of activity) <u>Tesla Gray</u> Date: <u>June 1, 2021</u>								
Action Taken	Date	By																				
Approved and Booked	<u>4/3/2021</u>	<u>TG</u>																				
Billed for Services																						
Referred to Board																						

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.

Revised 07/15

\* Please move desks + chairs to one side of room.