

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>May 2, 2022</u>		Setup Time	Tear Down Time	Date Request Submitted																					
Activity: Day(s) <u>1 day</u>		<u>5:30 PM</u>	<u>8:15 PM</u>	<u>3-15-22</u>																					
Event Time(s) <u>6-8 PM</u>																									
Name of Organization and Event Being Held <u>RICHLAND COUNTY EMA</u> <u>NWS SKYWARN Training</u>		Number of Persons Attending Meeting <u>50-75</u>		Room(s) / Area Requested: <u>DLTC</u>																					
Address		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)																							
Contact Person: <u>Joe "JP" Petrycki</u>		Business Name: <u>RICHLAND COUNTY EMA</u>																							
Phone Numbers: Home: _____		Contact Person: <u>JOE PETRYCKI, Director</u>																							
Work: <u>419 774-5686</u> Cell: <u>419 565-1161</u>		Phone Number: <u>419-565-1161</u>																							
PCTC Requested Services: (Identify No. Needed)		Address: <u>597 PARK AVE East Mansfield</u>																							
<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>Chairs</u></td> <td><input checked="" type="checkbox"/> Microphone</td> <td><u>Culinary Arts</u></td> </tr> <tr> <td><u>Tables</u></td> <td><input checked="" type="checkbox"/> Ovrhd. Proj.</td> <td><u>Drinks</u></td> </tr> <tr> <td><u>Chalkboard</u></td> <td><u>Video Camera</u></td> <td><u>Snacks</u></td> </tr> <tr> <td><input checked="" type="checkbox"/> Lectern</td> <td><u>Video Recorder</u></td> <td><u>Breakfast</u></td> </tr> <tr> <td><u>Coat Racks</u></td> <td><input checked="" type="checkbox"/> Internet Access</td> <td><u>Luncheon</u></td> </tr> <tr> <td></td> <td></td> <td><u>Dinner</u></td> </tr> </table>		<u>Room Setup</u>	<u>Electronic</u>	<u>Café</u> OR	<u>Chairs</u>	<input checked="" type="checkbox"/> Microphone	<u>Culinary Arts</u>	<u>Tables</u>	<input checked="" type="checkbox"/> Ovrhd. Proj.	<u>Drinks</u>	<u>Chalkboard</u>	<u>Video Camera</u>	<u>Snacks</u>	<input checked="" type="checkbox"/> Lectern	<u>Video Recorder</u>	<u>Breakfast</u>	<u>Coat Racks</u>	<input checked="" type="checkbox"/> Internet Access	<u>Luncheon</u>			<u>Dinner</u>	If specific hookup/utility needs are required see attached: (check one) <u>Yes</u> or <u>No</u>		
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For specific room setup, see attached design: (check one) <u>Yes</u> or <input checked="" type="checkbox"/> <u>No</u>		Estimated time of arrival at Pioneer for setup/delivery: <u>5:30</u>																							
		Other/Specify: _____																							
		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 0

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>3/16/22</u>	<u>K-K</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 \$ 0 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.

John Young
Signature (person in charge of activity)

Date: 3/15/22

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!

Revised 07/15