

# 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>28-Jun-16</b>		Setup Time	Tear Down Time	Date Request Submitted
Activity: Day(s) <b>Tuesday</b>				<b>June 2, 2016</b>
Event Time(s) <b>8:00 AM - 2:00 PM</b>		<b>8:00 AM</b>	<b>2:00p</b>	Room(s) / Area Requested:
Name of Organization and Event Being Held <b>Willard Migrant Career Exploration Event</b>		Number of Persons Attending Meeting <b>75-95</b>		<b>Arena, C109, W121, E120H, W176, W161, W213, W159, W134, W131, W145, W110, Culinary Arts</b>
Address		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)		
Contact Person:		Business Name:		
Phone Numbers: Home: Work: Cell:		Contact Person:		
		Phone Number:		
		Address:		
PCTC Requested Services: (Identify No. Needed) <i>See back for setup -</i>		If specific hookup/utility needs are required see attached: (check one) <u>Yes</u> or <u>No</u>		
Room Setup <u>Electronic</u> <u>Café</u> OR <u>Culinary Arts</u>		Estimated time of arrival at Pioneer for setup/delivery:		
Chairs _____ Microphone _____ Drinks _____		Other/Specify: _____		
Tables _____ Ovrhd. Proj. _____ Snacks _____		_____		
Chalkboard _____ Video Camera _____ Breakfast _____		_____		
Lectern _____ Video Recorder _____ Luncheon _____		_____		
Coat Racks _____ Internet Access _____ Dinner _____		_____		
For specific room setup, see attached design: (check one) <u>Yes</u> 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

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: <b>Pioneer CTC</b>		
<b>Action Taken</b>	<b>Date</b>	<b>By</b>
Approved and Booked	6/6/2016	MYB
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.**

*V. Hunt*  
Signature (person in charge of activity)

Date: 6/1/16

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!**

C109-

Tables and chairs  
for lunches for 40 people.

Arena

Nothing Special no tables or chairs.