

# 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>8/8/2016</b>		Setup Time <b>8:00</b>	Tear Down Time <b>11:00</b>	Date Request Submitted <b>June 2, 2016</b>
Activity: Day(s) <b>Monday</b>				Room(s) / Area Requested: <b>Cafeteria/ <del>Room</del> <i>Rocknbaugh W132</i></b>
Event Time(s) <b>8:45 AM</b>				
Name of Organization <b>Principals/Secretaries Meeting</b>		Number of Persons Attending Meeting <b>45</b>		
Address		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)		
Contact Person: <b>Tina Hurst. Ext. 42200</b>		Business Name: _____		
Phone Numbers: Home: _____		Contact Person: _____		
Work: _____ Cell: _____		Phone Number: _____		
PCTC Requested Services: (Identify No. Needed)		Address: _____		
<u>Room Setup</u>	<u>Electronic</u>	If specific hookup/utility needs are required see attached: (check one) <u>Yes</u> or <u>No</u>		
<input checked="" type="checkbox"/> Chairs	<input type="checkbox"/> Microphone	Estimated time of arrival at Pioneer for setup/delivery: <i>Rocknbaugh</i>		
<input checked="" type="checkbox"/> Tables	<input type="checkbox"/> Ovrhd. Proj.	Other/Specify: <b>Desks needed in <del>Room</del>; Breakfast set up with J. Fortman and sponsored by Jostens</b>		
<input type="checkbox"/> Chalkboard	<input type="checkbox"/> Video Camera	Date of contact with Cafeteria/Culinary Arts Services if used for this event: _____		
<input checked="" type="checkbox"/> Lectern	<input type="checkbox"/> Video Recorder			
<input type="checkbox"/> Coat Racks	<input type="checkbox"/> Internet Access			
For specific room setup, see attached design: (check one) <u>Yes</u> or <u>x</u> <b>No</b>				

### 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**

Action Taken	Date	By
Approved and Booked	6/8/16	<i>THB</i>
Billed for Services		
Referred to Board		

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.

*Tina Hurst*

Signature (person in charge of activity)

Date: *6/7/16*

**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.