

Building Utilization Request



Pioneer Career and Technology Center

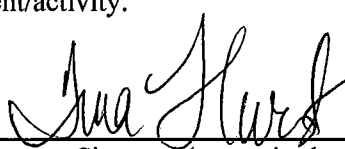
ATTN: Director of Business Affairs
27 Ryan Road, Shelby, OH 44875

Part I - To be completed by organization requesting building utilization

Date(s) 10/6/2016		Setup Time 8:00 AM	Tear Down Time 1:30 PM	Date Request Submitted June 2, 2016
Activity: Day(s) Thursday				Room(s) / Area Requested: Community Room
Event Time(s) 10:45-12:00				
Name of Organization Partner School Principals Meeting		Number of Persons Attending Meeting 30		
Address		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)		
Contact Person: _____		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>		
30 Chairs	Microphone	Estimated time of arrival at Pioneer for setup/delivery: _____		
x Tables	Ovrhd. Proj.	Other/Specify: Culinary will provide luncheon; details confirmed with Chef Weibel as event approaches		
Chalkboard	Video Camera	Date of contact with Cafeteria/Culinary Arts Services if used for this event: _____		
x Lectern	Video Recorder			
Coat Racks	Internet Access			
For specific room setup, see attached design: (check one) <u>Yes</u> or <u>No</u>				

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.  Signature (person in charge of activity) Date: <u>6/7/16</u>
Action Taken	Date	By	
Approved and Booked	6/8/16	THB	
Billed for Services			
Referred to Board			

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.