

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) 4/6/2017		Setup Time 8:00	Tear Down Time 11:00	Date Request Submitted June 2, 2016
Activity: Day(s) Thursday				Room(s) / Area Requested: Community Room
Event Time(s) 8:45 am - 10:30				
Name of Organization Partner School Principals Meeting		Number of Persons Attending Meeting 25		
Address		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)		
Contact Person: Tina Hurst, ext. 42200		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>		
25 Chairs	Microphone	Estimated time of arrival at Pioneer for setup/delivery: _____		
x Tables	Ovrhd. Proj.	Other/Specify: Breakfast arrangements made		
Chalkboard	Video Camera	with J. Fortman as event approaches		
x Lectern	Video Recorder	Date of contact with Cafeteria/Culinary Arts Services if used for this event: _____		
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

Action Taken	Date	By
Approved and Booked	6/8/16	MSB
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.

Signature (person in charge of activity)

Date: _____

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.