Building Utilization Request

Pioneer CAREER & TECHNOLOGY CENTER

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

Activity	Setup Time	Tear Down Time	Date Request Submitted
Date(s) **5/4/2017** Day(s) **Thursday** Event Time(s) **7:00-8:30 pm**	**12:30 PM**		**June 2, 2015**

Name of Organization
Pioneer Honors Night

Number of Persons Attending Meeting
600+

Room(s) / Area Requested:
Arena

Address

Contact Person: **Kris Kowalski, ext. 42202**

Phone Numbers: Home: ____ ____

Work: ____ ____ Cell: ____ ____

PCTC Requested Services: (Identify No. Needed)

Room Setup	Electronic	Café/Culinary Arts
x Chairs	x Microphone	___ Drinks
x Tables	___ Ovrhd. Proj.	___ Snacks
___ Chalkboard	___ Video Camera	___ Luncheon
x Lectern	___ Video Recorder	___ Dinner
x Coat Racks	___ Internet Access	

For specific room setup, see attached design: (check one)
x **Yes** or ___ **No**

Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)

Business Name: ____

Contact Person: ____

Phone Number: ____

Address: ____

If specific hookup/utility needs are required see attached:
(check one) ___ **Yes** or ___ **No**

Estimated time of arrival at Pioneer for setup/delivery:

Other/Specify: **set up all chairs, hort will provide plants for stage area; table & riser are to be set-up with podium; chairs w/center aisle**

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 ____

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	MLB
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.

Dina 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.