

# Building Utilization Request



## Pioneer Career and Technology Center

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

Date(s) <b>23-Aug-16</b> Activity: Day(s) <b>Tuesday</b> Event Time(s) <b>6:30 p.m. - 8:00 p.m.</b>		Setup Time <b>6:00 p.m.</b>	Tear Down Time <b>8:15</b>	Date Request Submitted <b>July 13, 2016</b>																		
Name of Organization and Event Being Held <b>OSBA Central Region</b>		Number of Persons Attending Meeting <b>25-50</b>		Room(s) / Area Requested: <b>DLTC</b>																		
Address  		Services to be provided by outside person(s)/vendors i.e. caterer, photographer, etc.)																				
Contact Person: <b>Kim Miller-Smith</b> Phone Numbers: Home: _____ Work: _____ Cell: <b>614 832-3880</b>		Business Name: _____ Contact Person: _____ Phone Number: _____ Address: _____																				
PCTC Requested Services: (Identify No. Needed) <table style="width:100%; border: none;"> <tr> <td style="width:33%;"><u>Room Setup</u></td> <td style="width:33%;"><u>Electronic</u></td> <td style="width:33%;"><u>Café OR</u></td> </tr> <tr> <td><input checked="" type="checkbox"/> Chairs</td> <td><input checked="" type="checkbox"/> Microphone</td> <td><input checked="" type="checkbox"/> Culinary Arts</td> </tr> <tr> <td><input type="checkbox"/> Tables</td> <td><input type="checkbox"/> Ovrhd. Proj.</td> <td><input checked="" type="checkbox"/> Snacks</td> </tr> <tr> <td><input type="checkbox"/> Chalkboard</td> <td><input type="checkbox"/> Video Camera</td> <td><input type="checkbox"/> Breakfast</td> </tr> <tr> <td><input checked="" type="checkbox"/> Lectern</td> <td><input type="checkbox"/> Video Recorder</td> <td><input type="checkbox"/> Luncheon</td> </tr> <tr> <td><input type="checkbox"/> Coat Racks</td> <td><input type="checkbox"/> Internet Access</td> <td><input type="checkbox"/> Dinner</td> </tr> </table>		<u>Room Setup</u>	<u>Electronic</u>	<u>Café OR</u>	<input checked="" type="checkbox"/> Chairs	<input checked="" type="checkbox"/> Microphone	<input checked="" type="checkbox"/> Culinary Arts	<input type="checkbox"/> Tables	<input type="checkbox"/> Ovrhd. Proj.	<input checked="" type="checkbox"/> Snacks	<input type="checkbox"/> Chalkboard	<input type="checkbox"/> Video Camera	<input type="checkbox"/> Breakfast	<input checked="" type="checkbox"/> Lectern	<input type="checkbox"/> Video Recorder	<input type="checkbox"/> Luncheon	<input type="checkbox"/> Coat Racks	<input type="checkbox"/> Internet Access	<input type="checkbox"/> Dinner	If specific hookup/utility needs are required see attached: (check one) <u>Yes</u> or <u>No</u> Estimated time of arrival at Pioneer for setup/delivery: _____ Other/Specify: _____ _____ _____ _____		
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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: _____																				
<b>To be completed by PCTC Personnel</b>		<b>Responsibility Notice</b>																				
Estimate Calculation of Fees: Attach any pertinent papers. Rental _____ Custodial Services _____ Food Services _____ Other _____ <b>Total Fee Estimate</b> _____		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.																				
Note: Final invoice billing based upon actual costs following the event/activity.  Upon receipt of invoice, please make check payable to: <b>Pioneer CTC</b>		Any and all information on this form may be shared with the public through our publicly accessed calendar.																				
<b>Action Taken</b>	<b>Date</b>	<b>By</b>																				
Approved and Booked	6/13/16	[Signature]																				
Billed for Services																						
Referred to Board																						

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!