

## **Building Utilization** Request



## **Pioneer Career and Technology Center**

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

Date(s) 4/24/17 - 1/26/47  Activity: Day(s) TUES, WED, THURS Event Time(s) All Day  Name of Organization and Event Being Held Sophomore Visitation - College NOW  Address  Contact Person: Mindy Owen Phone Numbers: Home: Contact Person: Willed Electronic Cafe OR Room Setup Electronic Chairs X Microphone Drinks Tables X Ovrhd. Proj. Snacks Chalkboard Video Camera Breakfast Lectern Video Recorder Luncheon Coat Racks Internet Access Dinner For specific room setup, see attached design: (check one) Yes or No  Part II - To be completed by PCTC Personnel Estimate Calculation of Fees: Attach any pertinent papers. Rental
Event Time(s) All Day   Name of Organization and Event Being Held   Sophomore Visitation - College Now   Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)
Name of Organization and Event Being Held Sophomore Visitation - College NOW  Address  Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)  Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)  Business Name:  Contact Person:  Work: Ext. 42250 Cell:  Phone Numbers:  Work: Ext. 42250 Cell:  PCTC Requested Services: (Identify No. Needed)  Café OR Café OR Café OR Café OR Café OR Chairs X Microphone Drinks  Tables X Ovrhd. Proj. Snacks Chairs X Microphone Drinks  Tables X Ovrhd. Proj. Snacks Chairs Video Camera Breakfast Lectern Video Recorder Luncheon Coat Racks Internet Access Dinner  For specific room setup, see attached design: (check one) Yes or No  Part II To be completed by PCTC Personnel  Estimate Calculation of Fees: Attach any pertinent papers. Rental
Address  Contact Person: Mindy Owen Phone Numbers: Home: Cafe OR Culinary Arts Chairs X Microphone Drinks Tables X Ovrhd. Proj. Snacks Chalkboard Video Camera Breakfast Lectern Video Recorder Luncheon Coat Racks Internet Access Dinner For specific room setup, see attached design: (check one) Yes or No  Part II - To be completed by PCTC Personnel Estimate Calculation of Fees: Attach any pertinent papers. Rental
Address    Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)
Contact Person:   Mindy Owen   Business Name:   Contact Person:   Work: Ext.   42250   Cell:   Phone Number:   Address:   Phone
Contact Person:   Mindy Owen   Business Name:   Contact Person:   Work: Ext.   42250   Cell:   Phone Number:   Address:   Phone
Phone Numbers: Home: Work: Ext. 42250 Cell:  PCTC Requested Services: (Identify No. Needed)  Café OR Com Setup Electronic Culinary Arts Chairs X Microphone Drinks Tables X Ovrhd. Proj. Snacks Chalkboard Video Camera Breakfast Lectern Video Recorder Luncheon Coat Racks Internet Access Dinner For specific room setup, see attached design: (check one) Yes or No  Part II - To be completed by PCTC Personnel  Estimate Calculation of Fees: Attach any pertinent papers. Rental
Work: Ext. 42250 Cell:  PCTC Requested Services: (Identify No. Needed)  Café OR  Colimary Arts  Chairs X Microphone Drinks  Tables X Ovrhd. Proj. Snacks  Chalkboard Video Camera Breakfast  Lectern Video Recorder Luncheon  Coat Racks Internet Access Dinner  For specific room setup, see attached design: (check one)  Yes or No  Part II - To be completed by PCTC Personnel  Estimate Calculation of Fees: Attach any pertinent papers.  Rental
PCTC Requested Services: (Identify No. Needed)  Room Setup Electronic Chairs X Microphone Drinks Tables X Ovrhd. Proj. Snacks Chalkboard Lectern Video Recorder Luncheon Coat Racks Internet Access Dinner For specific room setup, see attached design: (check one) Yes or No  Part II - To be completed by PCTC Personnel Estimate Calculation of Fees: Attach any pertinent papers. Rental Custodial 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:  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:  Date of contact with Cafeteria/Culinary Arts Services if used for this event:  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.  Any and all information on this form may be shared with the public through our publicly
PCTC Requested Services: (Identify No. Needed)  Room Setup Electronic Chairs X Microphone Drinks Tables X Ovrhd. Proj. Snacks Chalkboard Lectern Video Recorder Luncheon Coat Racks Internet Access Dinner For specific room setup, see attached design: (check one) Yes or No  Part II - To be completed by PCTC Personnel Estimate Calculation of Fees: Attach any pertinent papers. Rental Custodial 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:  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:  Date of contact with Cafeteria/Culinary Arts Services if used for this event:  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.  Any and all information on this form may be shared with the public through our publicly
Room Setup Electronic Chairs X Microphone Drinks Tables X Ovrhd. Proj. Snacks Chalkboard Video Camera Breakfast Lectern Video Recorder Luncheon Coat Racks Internet Access Dinner For specific room setup, see attached design: (check one) Yes or No  Part II - To be completed by PCTC Personnel  Estimate Calculation of Fees: Attach any pertinent papers. Rental Custodial 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:  (check one) Culinary Arts Culinary Arts Strimated time of arrival at Pioneer for setup/delivery:  Other/Specify:  Other/Specify:  Date of contact with Cafeteria/Culinary Arts Services if used for this event:  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.  Any and all information on this form may be shared with the public through our publicly
Estimated time of arrival at Pioneer for setup/delivery:   Chairs
Chairs X Microphone Drinks Tables X Ovrhd. Proj. Snacks Chalkboard Video Camera Breakfast Lectern Video Recorder Luncheon Coat Racks Internet Access Dinner For specific room setup, see attached design: (check one) Yes or No  Part II - To be completed by PCTC Personnel  Estimate Calculation of Fees: Attach any pertinent papers. Rental
Tables X Ovrhd. Proj. Snacks Chalkboard Video Camera Breakfast Lectern Video Recorder Luncheon Coat Racks Internet Access Dinner For specific room setup, see attached design: (check one) Yes or No 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
Chalkboard Video Camera Breakfast Lectern Video Recorder Luncheon Coat Racks Internet Access Dinner  For specific room setup, see attached design: (check one) Yes or No  Part II - To be completed by PCTC Personnel  Estimate Calculation of Fees: Attach any pertinent papers. Rental
Lectern Video Recorder Luncheon Coat Racks Internet Access Dinner  For specific room setup, see attached design: (check one) Yes or No  Part II - To be completed by PCTC Personnel  Estimate Calculation of Fees: Attach any pertinent papers. Rental
Coat Racks Internet Access Dinner For specific room setup, see attached design: (check one) Yes or No  Part II - To be completed by PCTC Personnel  Estimate Calculation of Fees: Attach any pertinent papers. Rental
For specific room setup, see attached design: (check one)  Yes or No  Date of contact with Cafeteria/Culinary Arts Services  if used for this event:  Responsibility Notice  It is understood that our organization assumes full responsibility for any damage to the building and equipment.  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:  Total Fee Estimate  Note: Final invoice, please make check payable to:  Date of contact with Cafeteria/Culinary Arts Services  if used for this event:  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.  Any and all information on this form may be shared with the public through our publicly
Estimate Calculation of Fees: Attach any pertinent papers. Rental
Estimate Calculation of Fees: Attach any pertinent papers.  Rental
Rental
Custodial Services equipment.  A Security Deposit in the amount of sis 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:  A Security Deposit in the amount of sis required to confirm scheduling. This will be applied to final invoice upon satisfactory complete of event/activity.  Any and all information on this form may be shared with the public through our publicly
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:  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.  Any and all information on this form may be shared with the public through our publicly
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:  is required to confirm scheduling. This will be applied to final invoice upon satisfactory complete of event/activity.  Any and all information on this form may be shared with the public through our publicly
Total Fee Estimate  Note: Final invoice billing based upon actual costs following the event/activity.  Upon receipt of invoice, please make check payable to:  applied to final invoice upon satisfactory complete of event/activity.  Any and all information on this form may be shared with the public through our publicly
Note: Final invoice billing based upon actual costs following the event/activity.  Upon receipt of invoice, please make check payable to:  Any and all information on this form may be shared with the public through our publicly
Note: Final invoice billing based upon actual costs following the event/activity.  Upon receipt of invoice, please make check payable to:  Any and all information on this form may be shared with the public through our publicly
Upon receipt of invoice, please make check payable to:  Any and all information on this form may be shared with the public through our publicly
Upon receipt of invoice, please make check payable to: shared with the public through our publicly
Pioneer CTC Laggard aslandar
accessed calendar.
Action Taken Date By
Approved and Booked 8/4/16 WH I WAN () WHO
Billed for Services  Signature (person in charge of activity)  Date:
Referred to Board Date:

these funds for the direct use, improvement, and maintenance of the building utilization areas of the school.