

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) January 20, 2017		Setup Time	Tear Down Time	Date Request Submitted
Activity: Day(s) Friday		1:30 pm on 1/19	3 p.m.	September 23, 2016
Event Time(s) 8 a.m. - 3 p.m.				Room(s) / Area Requested: Community Room
Name of Organization BPA Region 7 Advisors - grading of competitive events		Number of Persons Attending Meeting 15		
Address		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)		
Contact Person: Donnie Perry		Business Name: _____		
Phone Numbers: Home: _____		Contact Person: _____		
Work: ext. 42993 Cell: 419 566-8046		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>		
20 Chairs	Microphone	Estimated time of arrival at Pioneer for setup/delivery: _____		
14 Tables	Ovrhd. Proj.	Other/Specify: _____		
Chalkboard	Video Camera	_____		
Lectern	Video Recorder	_____		
1 Coat Racks	1 Internet Access	_____		
For specific room setup, see attached design: (check one) <u>Yes</u> or <u>x</u> No Make furniture available - I will take care of setup.		Date of contact with Cafeteria/Culinary Arts Services if used for this event: September 23, 2016		

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	9/26/2016	WLB
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.

Any and all information on this form may be shared with the public through our publicly accessed calendar.

Donnie Perry

Signature (person in charge of activity)

Date: **September 23, 2016**

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!