

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) October 5, 2016		Setup Time	Tear Down Time	Date Request Submitted
Activity: Day(s) Wednesday		1 p.m. on 10/4	2 p.m.	September 23, 2016
Event Time(s) 10 a.m.				Room(s) / Area Requested:
Name of Organization BPA Region 7 (Fall Conference)		Number of Persons Attending Meeting 360		Arena and DLTC
Address		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)		
Contact Person: Donnie Perry		Business Name: none		
Phone Numbers: Home: _____		Contact Person: _____		
Work: ext. 42993 Cell: 419 566-8046		Phone Number: _____		
Address: _____		Address: _____		
PCTC Requested Services: (Identify No. Needed)		If specific hookup/utility needs are required see attached: (check one) Yes or No		
<u>Room Setup</u>	<u>Electronic</u>	<u>Café or Culinary Arts</u>		
360 Chairs	1 Microphone	(circle one)		
3 Tables	Ovrhd. Proj.	Drinks		
Chalkboard	Video Camera	Snacks		
1 Lectern	Video Recorder	Luncheon		
1 Coat Racks	Internet Access	Dinner		
For specific room setup, see attached design: (check one) Yes or x No Make furniture available - I will take care of setup.		Estimated time of arrival at Pioneer for setup/delivery: _____		
		Other/Specify: _____		
		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	9/26/2016	WJP
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!