

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) 6-Apr-17		Setup Time	Tear Down Time	Date Request Submitted
Activity: Day(s) Thursday				January 13, 2017
Event Time(s) 11:30 am-2:30 pm		7:00-11:30 AM	2:30-4:00 PM	Room(s) / Area Requested:
Name of Organization and Event Being Held GRADS for GRADS Kids Fair		Number of Persons Attending Meeting 50-75		Arena, Room E141
Address		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)		
Contact Person: Jane Knight		Business Name: _____		
Phone Numbers: Home: 419 994-5024		Contact Person: _____		
Work: x42961 Cell: 330 231-7628		Phone Number: _____		
PCTC Requested Services: (Identify No. Needed)		Address: _____		
<input type="checkbox"/> Café OR <input checked="" type="checkbox"/> Room Setup <input checked="" type="checkbox"/> Electronic <input type="checkbox"/> Culinary Arts <input checked="" type="checkbox"/> Chairs <input checked="" type="checkbox"/> Microphone <input type="checkbox"/> Drinks <input checked="" type="checkbox"/> Tables <input type="checkbox"/> Ovrhd. Proj. <input 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 checked="" type="checkbox"/> Coat Racks <input type="checkbox"/> Internet Access <input type="checkbox"/> Dinner		If specific hookup/utility needs are required see attached: (check one) <input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No Estimated time of arrival at Pioneer for setup/delivery: _____ Other/Specify: _____ _____ _____		
For specific room setup, see attached design: (check one) <input checked="" type="checkbox"/> Yes or <input type="checkbox"/> 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 _____

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	1/13/17	JNK
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.

Jane Knight
Signature (person in charge of activity)

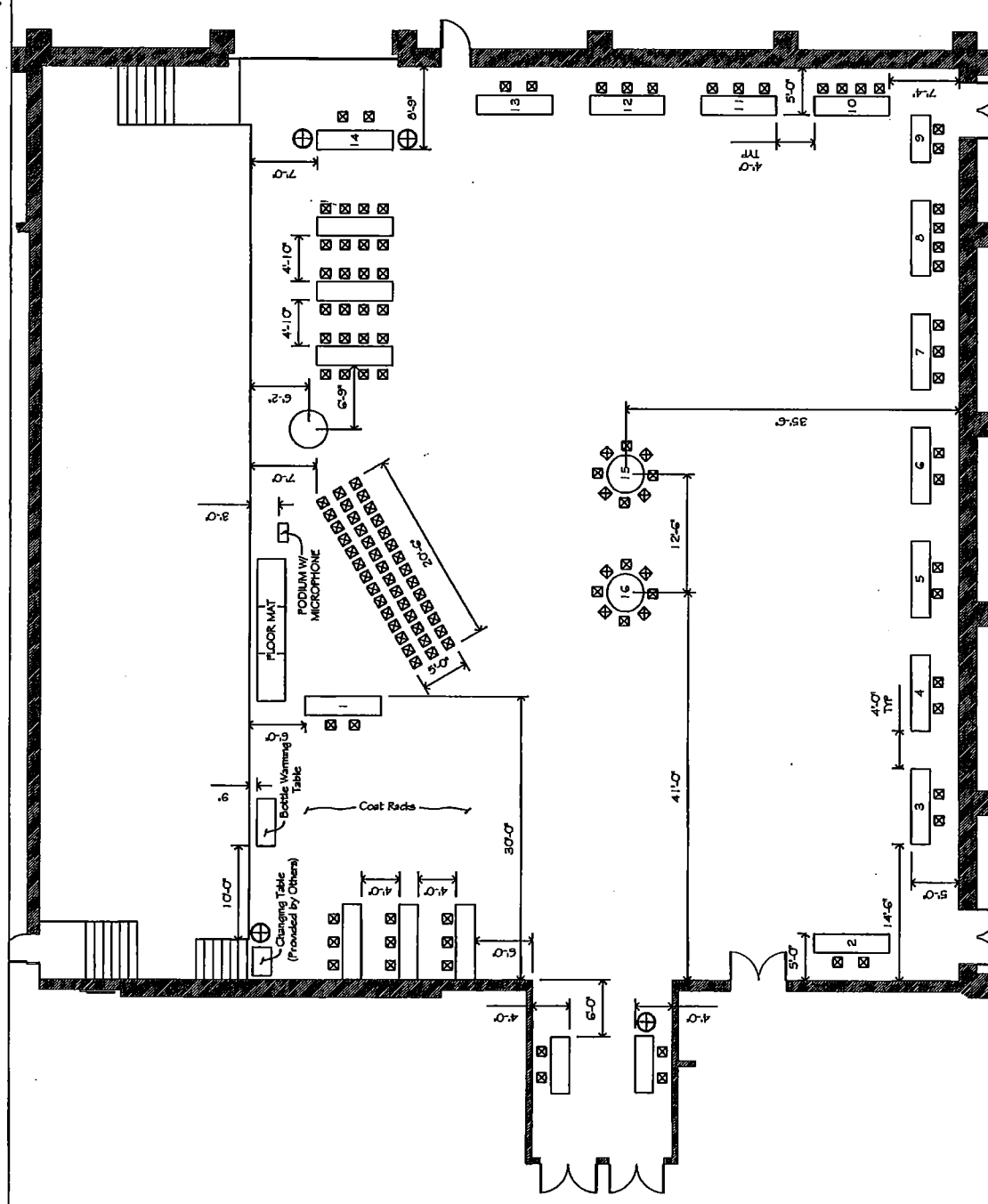
Date: **1-13-17**

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!

Revised 07/15

I will let you know if there are any changes.



- 8' TABLES - 19
- 6' TABLES - 2
- 5' TABLES - 2
- 24" TABLES - 3
- CHAIRS - 124
- TRASH CANS - 4

1. JANET COK
2. RICHLAND PUBLIC HEALTH & RC WIC
3. GALION HEALTH DEPT. & CC WIC
4. CC HMG & PLANNED PARENTHOOD
5. NCSC OSU-M CDC & MOESCA/MIA
6. PIONEER HOMELAND SECURITY
7. HEARTBEAT & VOICE OF HOPE
8. RICHLAND PS & ASHLAND CARE CENTER
9. PIONEER MEDIA COMMUNICATIONS
10. RC HMG & EMPAC
11. CACY & CHAP
12. ABIGAIL PS & SHELBY YMCA
13. OH MEANS JOBS CC & MEDCENTRAL HS
14. PIONEER CULINARY ARTS
15. PIONEER ECE
16. PIONEER ECE



GRADS LAYOUT



SIZE	DWG NO.	REV
A	GRADS LAYOUT.DWG	1
DATE: 04/16/13	SCALE: NTS	SHEET 1/1

DRAWN	DS & CP	04/16/13
CHECKED		
APPROVED		
NOTE: ALL DIMENSIONS ARE FOR REFERENCE ONLY.		
TOLERANCE UNLESS OTHERWISE NOTED		
1 PLACE ±.062	0-250 D.	+ .006 - .004
2 PLACE ±.020	250-5000 D.	+ .010 - .005
3 PLACE ±.010	OVER 5000 D.	+ .012 - .006
4 PLACE ±.005		

PLEASE ENSURE RESTROOMS ARE AVAILABLE AND OPEN FOR EVENT.

