

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) March 27 - April 7, 2017		Setup Time	Tear Down Time	Date Request Submitted October 11, 2016
Activity: Day(s) MON-FRI				Room(s) / Area Requested: COMMUNITY ROOM Pm only if needed on 3/30 & 4/6/17
Event Time(s) All Day				
Name of Organization and Event Being Held OST Testing		Number of Persons Attending Meeting		
Address		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)		
Contact Person: Mindy Owen		<p>Pioneer CAREER & TECHNOLOGY CENTER promises. progress. performance.</p> <p><i>10/11/16</i></p> <p><i>* I spoke with Dena regarding location conflicts on March 30 + April 6, 2017. She said they would be make up tests at that point & shouldn't need the CR - but if so, they can test in afternoon on those days.</i></p> <p>419-347-7744 go2pioneer.com</p> <p><i>Sh</i></p>		
Phone Numbers: Home: _____				
Work: Ext 42250 Cell: _____				
PCTC Requested Services: (Identify No. Needed)				
Room Setup	Electronic	<input type="checkbox"/> Café OR <input type="checkbox"/> Culinary Arts		
34 Chairs	<input type="checkbox"/> Microphone	<input type="checkbox"/> Drinks		
17 Tables	<input type="checkbox"/> Ovrhd. Proj.	<input type="checkbox"/> Snacks		
<input type="checkbox"/> Chalkboard	<input type="checkbox"/> Video Camera	<input type="checkbox"/> Breakfast		
<input 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		
For specific room setup, see attached design: (check one)				
<input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No				

Part II - To be completed by PCTC Personnel

Responsibility Notice

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	<i>10/12/16</i>	<i>MS</i>
Billed for Services		
Referred to Board		

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.

Mindy Owen
Signature (person in charge of activity)

Date: *10/11/16*

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!