

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) 15-May-17		Setup Time	Tear Down Time	Date Request Submitted April 25, 2017																		
Activity: Day(s) Monday				Room(s) / Area Requested: Community Room																		
Event Time(s) 7:30-9:00																						
Name of Organization and Event Being Held Click It or Ticket		Number of Persons Attending Meeting 15 (?)																				
Address		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)																				
Contact Person: _____		Business Name: _____																				
Phone Numbers: Home: _____		Contact Person: _____																				
Work: _____ Cell: _____		Phone Number: _____																				
PCTC Requested Services: (Identify No. Needed)		Address: _____																				
<table border="0"> <tr> <td><u>Room Setup</u></td> <td><u>Electronic</u></td> <td><u>Café</u> OR <u>Culinary Arts</u></td> </tr> <tr> <td>☒ Chairs</td> <td>☐ Microphone</td> <td>☐ Drinks</td> </tr> <tr> <td>☒ Tables</td> <td>☐ Ovrhd. Proj.</td> <td>☐ Snacks</td> </tr> <tr> <td>☐ Chalkboard</td> <td>☐ Video Camera</td> <td>☐ Breakfast</td> </tr> <tr> <td>☒ Lectern</td> <td>☐ Video Recorder</td> <td>☐ Luncheon</td> </tr> <tr> <td>☐ Coat Racks</td> <td>☐ Internet Access</td> <td>☐ Dinner</td> </tr> </table>		<u>Room Setup</u>	<u>Electronic</u>	<u>Café</u> OR <u>Culinary Arts</u>	☒ Chairs	☐ Microphone	☐ Drinks	☒ Tables	☐ Ovrhd. Proj.	☐ Snacks	☐ Chalkboard	☐ Video Camera	☐ Breakfast	☒ Lectern	☐ Video Recorder	☐ Luncheon	☐ Coat Racks	☐ Internet Access	☐ Dinner	If specific hookup/utility needs are required see attached: (check one) <u>Yes</u> or <u>No</u> Estimated time of arrival at Pioneer for setup/delivery: _____ Other/Specify: _____ _____ _____		
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For specific room setup, see attached design: (check one) ☒ Yes or ☐ No <u>U Shape - Podium @ East End</u>		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	<u>4/26/2017</u>	<u>WLB</u>
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.

[Signature]
Signature (person in charge of activity)

Date: _____

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!