

Building Utilization Request



Pioneer Career and Technology Center
 ATTN: Director of Business Affairs
 27 Ryan Road, Shelby, OH 44875

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Part I - To be completed by organization requesting building utilization

Date(s) <u>5/12/2017</u>		Setup Time 8:00	Tear Down Time 2:20	Date Request Submitted
Activity: Day(s) <u>Friday</u>				
Event Time(s) 12:30		Room(s) / Area Requested: <u>Community Room</u> DISTANCE LEARNING		
Name of Organization Junior Moments		Number of Persons Attending Meeting 140		
Address		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)		
Contact Person: <u>Jim Calhoon</u>		Business Name: _____		
Phone Numbers: Home: _____		Contact Person: _____		
Work: <u>EXT 42203</u> Cell: _____		Phone Number: _____		
PCTC Requested Services: (Identify No. Needed)		Address: _____		
Room Setup	<u>Electronic</u>	If specific hookup/utility needs are required see attached: (check one) <u>Yes</u> or <u>No</u>		
<u>140</u> Chairs	<u>X</u> Microphone	Estimated time of arrival at Pioneer for setup/delivery: _____		
Tables	Ovrhd. Proj.	Other/Specify: _____		
Chalkboard	Video Camera	_____		
Lectern	Video Recorder	_____		
Coat Racks	<u>x</u> Internet Access	Date of contact with Cafeteria/Culinary Arts Services if used for this event: _____		
For specific room setup, see attached design: (check one) <u>Yes</u> or <u>No</u>				

Part II - To be completed by PCTC Personnel

Estimate Calculation of Fees: Attach any pertinent paper Rental Custodial 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			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. Signature (person in charge of activity) _____ Date: <u>5/10/17</u>
Action Taken	Date	By	Thank you for selecting Pioneer for your event!
Approved and Booked	<u>5/11/17</u>	<u>WLB</u>	
Billed for Services			
Referred to Board			

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.