Building Utilization Request



Pioneer Career and Technology Center ATTN: Director of Business Affairs

27 Ryan Road, Shelby, OH 44875



Lectern Video Recorder Dinner Coat Racks x Internet Access For specific room setup, see attached design: (check one) Yes or No Paralls To be completed by ECIC Resolute Bestimate Calculation of Fees: Attach any pertinent paper Rental Custodial Services Total Fee Estimate ote: Final invoice billing based upon actual costs following the event/activity. To receipt of invoice, please make check payable to: Pioneer CTC Action Taken Date of contact with Cafeteria/Culinary Arts Services if used for this event: Tate of contact with Cafeteria/Culinary Arts Services if used for this event: 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)	TESTIET THEOTOE GOID	plerece oy o loan		ies nina Brania	ាស្រីកៅរាស្ត្រ ប្រសិក្សា		
Event Time(s) 12:30 B:00 2:20 Room(s) / Area Requested: Number of Persons Attending Meeting 140				Setup Time		Date Request Submitted	
Name of Organization Junior Moments Address Address Contact Person: Jim Calhoon Phone Numbers: Home: Contact Person: Phone Numbers: Home: Contact Person: Phone Numbers: Home: Contact Person: Phone Number: Address PCTC Requested Services: (Identify No. Needed) Room Setup Electronic Café/Culinary Arts 140 Chairs X Microphone Drinks Tables Ovrhd. Proj. Snacks Chalkboard Video Camera Luncheon Lectern Video Recorder Dinner Coat Racks X Internet Access For specific room setup, see attached design: (check one) Yes or No Partil Toberompleted by Electronic Estimate Calculation of Fees: Attach any pertinent paper Rental	Pactivity: Day(s) Friday				12.110		
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Work: EXT 42203 Cell:	Contact Person: _Jir		Business 1	Business Name:			
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					Thank you for selecting Pioneer for your event!		

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.