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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) 10/5/2017	Setup Time	Tear Down Time	Date Request Submitted																		
Activity: Day(s) Thursday			May 30, 2017																		
Event Time(s) 10:27-12:19	9:30	12:30	Room(s) / Area Requested:																		
Name of Organization and Event Being Held Jostens Senior Ordering of graduation items	Number of Persons Attending Meeting Seniors		Becky Nichols laundry room/outside the cafeteria																		
Address		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)																			
Contact Person: Jim Conrad		Business Name: _____																			
Phone Numbers: Home: _____		Contact Person: _____																			
Work: _____ Cell: _____		Phone Number: _____																			
Address: _____		Address: _____																			
PCTC Requested Services: (Identify No. Needed)		If specific hookup/utility needs are required see attached: (check one) <u>Yes</u> or <u>No</u>																			
<table border="0"><tr><td><u>Café</u> OR</td><td></td></tr><tr><td><u>Culinary Arts</u></td><td></td></tr></table>		<u>Café</u> OR		<u>Culinary Arts</u>		Estimated time of arrival at Pioneer for setup/delivery: _____															
<u>Café</u> OR																					
<u>Culinary Arts</u>																					
<table border="0"><tr><td><input checked="" type="checkbox"/> Room Setup</td><td><input type="checkbox"/> Electronic</td><td><input type="checkbox"/> Drinks</td></tr><tr><td><input checked="" type="checkbox"/> Chairs</td><td><input type="checkbox"/> Microphone</td><td><input type="checkbox"/> Snacks</td></tr><tr><td><input checked="" type="checkbox"/> Tables</td><td><input type="checkbox"/> Ovrhd. Proj.</td><td><input type="checkbox"/> Breakfast</td></tr><tr><td><input type="checkbox"/> Chalkboard</td><td><input type="checkbox"/> Video Camera</td><td><input type="checkbox"/> Luncheon</td></tr><tr><td><input type="checkbox"/> Lectern</td><td><input type="checkbox"/> Video Recorder</td><td><input type="checkbox"/> Dinner</td></tr><tr><td><input type="checkbox"/> Coat Racks</td><td><input type="checkbox"/> Internet Access</td><td></td></tr></table>		<input checked="" type="checkbox"/> Room Setup	<input type="checkbox"/> Electronic	<input type="checkbox"/> Drinks	<input checked="" type="checkbox"/> Chairs	<input type="checkbox"/> Microphone	<input type="checkbox"/> Snacks	<input checked="" type="checkbox"/> Tables	<input type="checkbox"/> Ovrhd. Proj.	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Chalkboard	<input type="checkbox"/> Video Camera	<input type="checkbox"/> Luncheon	<input type="checkbox"/> Lectern	<input type="checkbox"/> Video Recorder	<input type="checkbox"/> Dinner	<input type="checkbox"/> Coat Racks	<input type="checkbox"/> Internet Access		Other/Specify: Please have one 8 ft. table outside Becky's room in the hallway and 2 8 ft. tables inside her laundry room with 2 chairs	
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For specific room setup, see attached design: (check one) <u>Yes</u> or <u>No</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	6/12/17	<i>[Signature]</i>
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: 6/18/17

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!