

Building Utilization Request



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

Date	Part I - To be completed by organization requesting building utilization			
Activity: Day(s) Event Time(s) 10:27-12:19 Name of Organization and Event Being Held Jostens Servicer Del WLA Address Contact Person: Jim Conrad Phone Numbers: Home: Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.) Business Name: Contact Person: Phone Numbers: Home: Contact Person: Phone Numbers: Address: If specific hookup/utility needs are required see attached: (check one) Yes or No Estimated time of arrival at Pioneer for setup/delivery: Please have one 8 ft. table outside Becky is contact Person: Phone Number: Address: If specific hookup/utility needs are required see attached: (check one) Yes or No Estimated time of arrival at Pioneer for setup/delivery: Please have one 8 ft. table outside Becky is contact Person: Phone Number: Address: If specific hookup/utility needs are required see attached: (check one) Yes or No Estimated time of arrival at Pioneer for setup/delivery: Please have one 8 ft. table outside Becky is contact Person: Phone Number: Address: If specific hookup/utility needs are required see attached: (check one) Yes or No Estimated time of arrival at Pioneer for setup/delivery: Please have one 8 ft. table outside Becky is contact Person: Phone Vumber: Address: If specific hookup/utility needs are required see attached: (check one) Yes or No Estimated time of arrival at Pioneer for setup/delivery: Please have one 8 ft. table outside Becky is contact Person: Phone Vumber: Address: If specific hookup/utility needs are required see attached: (check one) Yes or No Estimated time of arrival at Pioneer for setup/delivery: Please have one 8 ft. table outside Becky's room in the hallway and 2 8 ft. tables insde her laundry room with 2 chairs Poster of contact with Cafeteria/Culinary Arts Services if used for this event: Please Hall Pumber of the public of final invoice upon satisfactory complete of	Amil 21 and S	etup Time Tear Down	Date Request Submitted	
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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.