

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) 10/23/2017		Setup Time n/a	Tear Down Time n/a	Date Request Submitted October 20, 2017
Activity: Day(s) Monday				Room(s) / Area Requested: DLTC
Event Time(s) 8:00am-3:00pm				
Name of Organization and Event Being Held Science - Guest Speaker Tom Glasgow		Number of Persons Attending Meeting all Mat Sci Students		
Address 27 Ryan Road		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)		
Contact Person: Colton Penwell/Jessica Clark		Business Name: _____		
Phone Numbers: Home: _____		Contact Person: _____		
Work: ext 42836 Cell: _____		Phone Number: _____		
PCTC Requested Services: (Identify No. Needed)		Address: _____		
☐ Café OR ☐ Culinary Arts ☐ Room Setup ☐ Electronic ☐ Chairs ☐ Microphone ☐ Drinks ☒ 2 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) ☐ Yes or ☐ No Estimated time of arrival at Pioneer for setup/delivery: _____ Other/Specify: _____ _____ _____ _____		
For specific room setup, see attached design: (check one) ☐ Yes or ☐ No		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	10/20/17	JCB
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 \$ **0.00** 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.

J. Colwell
Signature (person in charge of activity)

Date: **10-20-17**

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!

Revised 07/15

