

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) 11/06/17 to 11/20/17		Setup Time	Tear Down Time	Date Request Submitted October 13, 2017
Activity: Day(s) 11				
Event Time(s) varied-see attachment				Room(s) / Area Requested: DLTC
Name of Organization and Event Being Held 8th grade tours		Number of Persons Attending Meeting		
Address		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)		
Contact Person: Randy Endsley		Business Name: _____		
Phone Numbers: Home: _____		Contact Person: _____		
Work: #### Cell: _____		Phone Number: _____		
PCTC Requested Services: (Identify No. Needed)		Address: _____		
<u>Room Setup</u> <u>Electronic</u> <u>Café</u> OR <u>Culinary Arts</u> _____ Chairs _____ Microphone _____ Drinks _____ 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) <u>Yes</u> or <u>No</u> Estimated time of arrival at Pioneer for setup/delivery: _____ Other/Specify: _____ _____ _____		
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

Responsibility Notice

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.

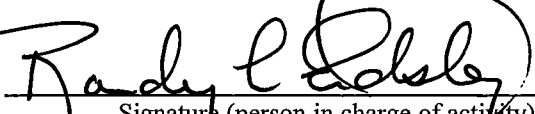
Upon receipt of invoice, please make check payable to:
Pioneer CTC

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.

Action Taken	Date	By
Approved and Booked	10/13/2017	WLR
Billed for Services		
Referred to Board		


Signature (person in charge of activity)
Date: **10-13-17**

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

8th/9th Grade Tours Schedule – 2017-2018

DATE	SCHOOL	TIME OF DAY (end by 11:00 and by 2:15)	# OF STUDENTS	Number of Groups
Mon Nov 6	Crawford ONTARIO	9:00 – 11:00 12:00 – 2:00	85 165	
Tue Nov 7	Crestline PLYMOUTH	9:15 – 11:00 12:00 – 2:00	42 56	
Wed Nov 8	Shelby LEXINGTON	9:00 – 11:00 11:45-(1:30?)	160 200± 9th Gr.	
Thu Nov 9	Bucyrus LUCAS	9:15 – 11:00 12:00 – 2:00	95 46	
Fri Nov 10	Buckeye	9:00 – 11:00	60	7
Mon Nov 13	Galion	TBD	154	
Tue Nov 14	Willard	8:30 – 11:00	120	
Wed Nov 15	Crestview	8:30 – 10:30	91	
Thu Nov 16	Wynford	8:20 – 10:30	99±	
Mon Nov 20	Northmor	9:00-11:00	70	

All Schools Total: 1429 ±

P.M. tours are in bold, blue type, ALL CAPS, and aligned to the right. Updated – Oct. 3, 2017.
 Student numbers in **red** are approximate (from last year) and might be updated. Numbers in **Green** are from the school counselors this year. Jim Sorenson x42922