

Building Utilization Request



Pioneer Career and Technology Center

ATTN: Director of Business Affairs
27 Ryan Road, Shelby, OH 44875

WJL

Part I - To be completed by organization requesting building utilization

| | | | | |
|--|--|---|----------------|---------------------------|
| Date(s) 1.17.2018 and 1.18.2018 | | Setup Time | Tear Down Time | Date Request Submitted |
| Activity: Day(s) _____ | | | | Room(s) / Area Requested: |
| Event Time(s) 8:00 -3:00 | | | | |
| Name of Organization and Event Being Held SkillUSA | | Number of Persons Attending Meeting | | stage in the arena |
| Address | | Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.) | | |
| Contact Person: Lynn Moritz | | Business Name: _____ | | |
| Phone Numbers: Home: _____ | | Contact Person: _____ | | |
| Work: _____ Cell: _____ | | Phone Number: _____ | | |
| PCTC Requested Services: (Identify No. Needed) | | Address: _____ | | |
| <input type="checkbox"/> <u>Café</u> OR <input type="checkbox"/> <u>Culinary Arts</u> | | If specific hookup/utility needs are required see attached: (check one) <input type="checkbox"/> Yes or <input type="checkbox"/> No | | |
| <input type="checkbox"/> <u>Room Setup</u> <input type="checkbox"/> <u>Electronic</u> <input type="checkbox"/> <u>Chairs</u> <input type="checkbox"/> <u>Microphone</u> <input type="checkbox"/> <u>Drinks</u> <input checked="" type="checkbox"/> <u>10 Tables</u> <input type="checkbox"/> <u>Ovrhd. Proj.</u> <input type="checkbox"/> <u>Snacks</u> <input type="checkbox"/> <u>Chalkboard</u> <input type="checkbox"/> <u>Video Camera</u> <input type="checkbox"/> <u>Breakfast</u> <input type="checkbox"/> <u>Lectern</u> <input type="checkbox"/> <u>Video Recorder</u> <input type="checkbox"/> <u>Luncheon</u> <input type="checkbox"/> <u>Coat Racks</u> <input type="checkbox"/> <u>Internet Access</u> <input type="checkbox"/> <u>Dinner</u> | | Estimated time of arrival at Pioneer for setup/delivery: _____ | | |
| For specific room setup, see attached design: (check one) <input type="checkbox"/> Yes or <input type="checkbox"/> No | | Other/Specify: _____ | | |
| | | 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 | | | 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. | | | | | | | | | | | | | | |
|--|----------|------------|--|------|----|---------------------|----------|------------|---------------------|--|--|-------------------|--|--|---|--|--|
| <table border="1"> <thead> <tr> <th>Action Taken</th> <th>Date</th> <th>By</th> </tr> </thead> <tbody> <tr> <td>Approved and Booked</td> <td>12/19/17</td> <td><i>WJL</i></td> </tr> <tr> <td>Billed for Services</td> <td></td> <td></td> </tr> <tr> <td>Referred to Board</td> <td></td> <td></td> </tr> </tbody> </table> | | | Action Taken | Date | By | Approved and Booked | 12/19/17 | <i>WJL</i> | Billed for Services | | | Referred to Board | | | Signature (person in charge of activity) _____ Date: _____ | | |
| Action Taken | Date | By | | | | | | | | | | | | | | | |
| Approved and Booked | 12/19/17 | <i>WJL</i> | | | | | | | | | | | | | | | |
| Billed for Services | | | | | | | | | | | | | | | | | |
| Referred to Board | | | | | | | | | | | | | | | | | |

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