

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) <u>1/3/2018</u>	Setup Time	Tear Down Time	Date Request Submitted December 12, 2017																					
Activity: Day(s) <u>Wed</u>			Room(s) / Area Requested: DLTC																					
Event Time (s) <u>9:30-3:30</u>																								
Name of Organization and Event Being Held COSMETOLOGY & Tanning Certification	Number of Persons Attending Meeting <u>30</u>																							
Address		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)																						
Contact Person:		Business Name:																						
Phone Numbers: Home: Work:		Contact Person:																						
Work: Cell:		Phone Number:																						
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><input type="checkbox"/> Room Setup</td> <td><input type="checkbox"/> Microphone</td> <td><input type="checkbox"/> Café OR</td> </tr> <tr> <td><input type="checkbox"/> Chairs</td> <td><input type="checkbox"/> Mid. Proj.</td> <td><input type="checkbox"/> Culinary Arts</td> </tr> <tr> <td><input type="checkbox"/> Tables</td> <td><input type="checkbox"/> Video Camera</td> <td><input type="checkbox"/> Drinks</td> </tr> <tr> <td><input type="checkbox"/> Chalkboard</td> <td><input type="checkbox"/> Video Recorder</td> <td><input type="checkbox"/> Snacks</td> </tr> <tr> <td><input type="checkbox"/> Lectern</td> <td><input type="checkbox"/> Internet Access</td> <td><input type="checkbox"/> Breakfast</td> </tr> <tr> <td><input type="checkbox"/> Coat Racks</td> <td></td> <td><input type="checkbox"/> Luncheon</td> </tr> <tr> <td></td> <td></td> <td><input type="checkbox"/> Dinner</td> </tr> </table>		<input type="checkbox"/> Room Setup	<input type="checkbox"/> Microphone	<input type="checkbox"/> Café OR	<input type="checkbox"/> Chairs	<input type="checkbox"/> Mid. Proj.	<input type="checkbox"/> Culinary Arts	<input type="checkbox"/> Tables	<input type="checkbox"/> Video Camera	<input type="checkbox"/> Drinks	<input type="checkbox"/> Chalkboard	<input type="checkbox"/> Video Recorder	<input type="checkbox"/> Snacks	<input type="checkbox"/> Lectern	<input type="checkbox"/> Internet Access	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Coat Racks		<input type="checkbox"/> Luncheon			<input type="checkbox"/> Dinner	Estimated time of arrival at Pioneer for setup/delivery:	
<input type="checkbox"/> Room Setup	<input type="checkbox"/> Microphone	<input type="checkbox"/> Café OR																						
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For specific room setup see attached design: (check one) <u>Yes</u> or <u>No</u>		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 Estimated Fee: <u> </u>
Note: Final invoice will be billed upon actual costs following the event.
Upon receipt of bill, make check payable to: <u>Pioneer Career & Technology Center</u>
Action Taken: <u> </u> Date: <u>12/20/17</u> By: <u>[Signature]</u>
Approved and Billed for Services: <u> </u>
Referred to Board: <u> </u>

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: 12/20/17

It is the policy of Pioneer Career and Technology Center to use these facilities for educational and improvement, and maintenance of the building and its areas of the school.

Thank you for selecting Pioneer for your event!