

# Building Utilization Request



## Pioneer Career and Technology Center

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

Date(s) <b>1/31/2018</b> Activity: Day(s) <b>Wednesday</b> Event Time(s) <b>8:15-11:30</b>		Setup Time  Tear Down Time	Date Request Submitted  <b>January 30, 2018</b> Room(s) / Area Requested:  <b>C109</b>																		
Name of Organization and Event Being Held <b>Math Curriculum Meeting</b>		Number of Persons Attending Meeting  <b>6</b>																			
Address  Contact Person: _____ Phone Numbers: Home: _____ Work: _____ Cell: _____		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)  Business Name: _____ Contact Person: _____ Phone Number: _____ Address: _____ 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: _____ Date of contact with Cafeteria/Culinary Arts Services if used for this event: _____																			
PCTC Requested Services: (Identify No. Needed)																					
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For specific room setup, see attached design: (check one) <u>Yes</u> or <u>No</u>																					
Estimate Calculation of Fees: Attach any pertinent papers. Rental ..... Custodial Services ..... Food Services ..... Other ..... <b>Total Fee Estimate</b> .....		<b>Responsibility Notice</b>  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.																			
Note: Final invoice billing based upon actual costs following the event/activity.  Upon receipt of invoice, please make check payable to: <b>Pioneer CTC</b>		Signature (person in charge of activity) _____ Date: _____																			
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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.

Thank you for selecting Pioneer for your event!

Revised 07/15