

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) Monday, May 7, 2018 | | Setup Time | Tear Down Time | Date Request Submitted April 17, 2018 | | | | | | | | | | | | | | | | | | |
| Activity: Day(s) 1 | | | | Room(s) / Area Requested: DLTC | | | | | | | | | | | | | | | | | | |
| Event Time(s) AM & PM labs | | | | | | | | | | | | | | | | | | | | | | |
| Name of Organization and Event Being Held Josh Podach from Lincoln Tech will be talking to Jr. and Srs (Manufacturing and Transportation labs) | | Number of Persons Attending Meeting 50 approx. | | | | | | | | | | | | | | | | | | | | |
| Address | | Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.) | | | | | | | | | | | | | | | | | | | | |
| Contact Person: _____ | | Business Name: _____ | | | | | | | | | | | | | | | | | | | | |
| Phone Numbers: Home: _____ | | Contact Person: _____ | | | | | | | | | | | | | | | | | | | | |
| Work: _____ Cell: _____ | | Phone Number: _____ | | | | | | | | | | | | | | | | | | | | |
| PCTC Requested Services: (Identify No. Needed) | | Address: _____ | | | | | | | | | | | | | | | | | | | | |
| <table border="0"> <tr> <td><u>Room Setup</u></td> <td><u>Electronic</u></td> <td><u>Café</u> OR <u>Culinary Arts</u></td> </tr> <tr> <td><u>Chairs</u></td> <td><u>Microphone</u></td> <td><u>Drinks</u></td> </tr> <tr> <td><u>Tables</u></td> <td><u>x</u> <u>Ovrhd. Proj.</u></td> <td><u>Snacks</u></td> </tr> <tr> <td><u>Chalkboard</u></td> <td><u>Video Camera</u></td> <td><u>Breakfast</u></td> </tr> <tr> <td><u>Lectern</u></td> <td><u>Video Recorder</u></td> <td><u>Luncheon</u></td> </tr> <tr> <td><u>Coat Racks</u></td> <td><u>10</u> <u>Internet Access</u></td> <td><u>Dinner</u></td> </tr> </table> | | <u>Room Setup</u> | <u>Electronic</u> | <u>Café</u> OR <u>Culinary Arts</u> | <u>Chairs</u> | <u>Microphone</u> | <u>Drinks</u> | <u>Tables</u> | <u>x</u> <u>Ovrhd. Proj.</u> | <u>Snacks</u> | <u>Chalkboard</u> | <u>Video Camera</u> | <u>Breakfast</u> | <u>Lectern</u> | <u>Video Recorder</u> | <u>Luncheon</u> | <u>Coat Racks</u> | <u>10</u> <u>Internet Access</u> | <u>Dinner</u> | If specific hookup/utility needs are required see attached: (check one) <u>Yes</u> or <u>No</u> | | |
| <u>Room Setup</u> | <u>Electronic</u> | <u>Café</u> OR <u>Culinary Arts</u> | | | | | | | | | | | | | | | | | | | | |
| <u>Chairs</u> | <u>Microphone</u> | <u>Drinks</u> | | | | | | | | | | | | | | | | | | | | |
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| For specific room setup, see attached design: (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: _____ | | | | | | | | | | | | | | | | | | | | |

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 | 4/18/18 | WLB |
| Billed for Services | | |
| Referred to Board | | |

Signature (person in charge of activity)
Date: 4/17/18

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