

# 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) <b>14-Sep-18</b>   |  | Setup Time  | Tear Down Time | Date Request Submitted<br><b>April 2, 2018</b> |
| Activity: Day(s) <b>Friday</b>   |  |   |                |  |
| Event Time(s) <b>7:30 am - 8:30 am</b>   |  | Room(s) / Area Requested:<br><b>Community Room</b>  |                |  |
| Name of Organization and Event Being Held<br><b>Richland County Chamber Coffee</b>   |  | Number of Persons Attending Meeting<br><b>40</b>  |                |  |
| Address  |  | Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)   |                |  |
| Contact Person: <b>Becki Kimmel</b>  |  | Business Name: _____  |                |  |
| Phone Numbers: Home: _____   |  | Contact Person: _____   |                |  |
| Work: <b>ext. 42101</b> Cell: _____  |  | Phone Number: _____   |                |  |
| PCTC Requested Services: (Identify No. Needed)   |  | Address: _____  |                |  |
| <input checked="" type="checkbox"/> Café OR <input type="checkbox"/> Culinary Arts<br><input checked="" type="checkbox"/> Room Setup <input checked="" type="checkbox"/> Electronic <input type="checkbox"/> Microphone <input type="checkbox"/> Drinks<br><input checked="" type="checkbox"/> Tables <input checked="" type="checkbox"/> Ovrhd. Proj. <input type="checkbox"/> Snacks<br><input type="checkbox"/> Chalkboard <input type="checkbox"/> Video Camera <input type="checkbox"/> Breakfast<br><input type="checkbox"/> Lectern <input type="checkbox"/> Video Recorder <input type="checkbox"/> Luncheon<br><input type="checkbox"/> Coat Racks <input type="checkbox"/> Internet Access <input type="checkbox"/> Dinner |  | If specific hookup/utility needs are required see attached: (check one) <input type="checkbox"/> Yes or <input type="checkbox"/> No<br>Estimated time of arrival at Pioneer for setup/delivery: _____<br>Other/Specify: _____ |                |  |
| For specific room setup, see attached design: (check one)<br><input type="checkbox"/> Yes or <input checked="" type="checkbox"/> No <i>See Greg for room setup</i>   |  | Date of contact with Cafeteria/Culinary Arts Services if used for this event: <b>4/2/2018 email from Greg N.</b>  |                |  |

### Part II - To be completed by PCTC Personnel

|  |                 |            |
|--|-----------------|------------|
| Estimate Calculation of Fees: Attach any pertinent papers.                               |                 |            |
| Rental .....   | _____           |            |
| Custodial Services .....   | _____           |            |
| Food Services .....  | _____           |            |
| Other .....  | _____           |            |
| <b>Total Fee Estimate</b> _____  |                 |            |
| <b>Note:</b> Final invoice billing based upon actual costs following the event/activity. |                 |            |
| Upon receipt of invoice, please make check payable to:<br><b>Pioneer CTC</b>             |                 |            |
| <b>Action Taken</b>  | <b>Date</b>     | <b>By</b>  |
| Approved and Booked  | <b>7/3/2018</b> | <i>WJH</i> |
| Billed for Services  |                 |            |
| Referred to Board  |                 |            |

### 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.**

*Becki Kimmel*  
Signature (person in charge of activity)  
Date: ~~6/23/2017~~ **4/2/2018**

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