

# 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>1/31/2019</b>		Setup Time	Tear Down Time	Date Request Submitted <b>May 25, 2018</b>
Activity: Day(s) <b>Thursday</b>				Room(s) / Area Requested: <b>Cafeteria/Labs/Community Room</b>
Event Time(s) <b>6-8 pm</b>				
Name of Organization and Event Being Held <b>Soph. Open House</b>		Number of Persons Attending Meeting		
Address		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)		
Contact Person: <b>Tina Hurst, ext. 42200</b>		Business Name: _____		
Phone Numbers: Home: _____		Contact Person: _____		
Work: _____ Cell: _____		Phone Number: _____		
Address		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>		
<div><div><div><input checked="" type="checkbox"/> Room Setup</div><div><input checked="" type="checkbox"/> Chairs</div><div><input checked="" type="checkbox"/> Tables</div><div><input type="checkbox"/> Chalkboard</div><div><input type="checkbox"/> Lectern</div><div><input type="checkbox"/> Coat Racks</div></div><div><div><input type="checkbox"/> Electronic</div><div><input type="checkbox"/> Microphone</div><div><input type="checkbox"/> Ovrhd. Proj.</div><div><input type="checkbox"/> Video Camera</div><div><input type="checkbox"/> Video Recorder</div><div><input type="checkbox"/> Internet Access</div></div><div><div><input checked="" type="checkbox"/> Culinary Arts</div><div><input type="checkbox"/> Drinks</div><div><input checked="" type="checkbox"/> Snacks</div><div><input type="checkbox"/> Breakfast</div><div><input type="checkbox"/> Luncheon</div><div><input type="checkbox"/> Dinner</div></div></div>		Estimated time of arrival at Pioneer for setup/delivery: _____		
For specific room setup, see attached design: (check one) <input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No		Other/Specify: _____		
		<b>*Round Tables in cafeteria set up with cookies/coffee/water - arrangements finalized as event approaches with J. Fortman</b>		
		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**

Action Taken	Date	By
Approved and Booked	7/17/2018	YJB
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.

### 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 (person in charge of activity)

Date: \_\_\_\_\_

Thank you for selecting Pioneer for your event!