

UPDATED DATE

JKH

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>4/11/2019</u> <u>4/11/19</u>		Setup Time	Tear Down Time	Date Request Submitted																					
Activity: Day(s) <u>Thursday</u>				<u>May 25, 2018</u>																					
Event Time(s) <u>8:45 AM</u>		<u>7:30</u>	<u>11:00</u>	Room(s) / Area Requested:																					
Name of Organization and Event Being Held <u>Partner School Principals Meeting</u>		Number of Persons Attending Meeting <u>25</u>		<u>Community Room</u>																					
Address		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)																							
Contact Person: <u>Tina Hurst, ext. 42200</u>		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>																							
<table border="0"> <tr> <td><u>x</u> Café</td> <td>OR</td> <td><u> </u> Culinary Arts</td> </tr> <tr> <td><u> </u> Room Setup</td> <td><u> </u> Electronic</td> <td><u> </u> Microphone</td> </tr> <tr> <td><u> </u> Chairs</td> <td><u> </u> Drinks</td> <td><u> </u> Snacks</td> </tr> <tr> <td><u> </u> Tables</td> <td><u> </u> Ovrhd. Proj.</td> <td><u> </u> Breakfast</td> </tr> <tr> <td><u> </u> Chalkboard</td> <td><u> </u> Video Camera</td> <td><u> </u> Luncheon</td> </tr> <tr> <td><u> </u> Lectern</td> <td><u> </u> Video Recorder</td> <td><u> </u> Dinner</td> </tr> <tr> <td><u> </u> Coat Racks</td> <td><u> </u> Internet Access</td> <td></td> </tr> </table>		<u>x</u> Café	OR	<u> </u> Culinary Arts	<u> </u> Room Setup	<u> </u> Electronic	<u> </u> Microphone	<u> </u> Chairs	<u> </u> Drinks	<u> </u> Snacks	<u> </u> Tables	<u> </u> Ovrhd. Proj.	<u> </u> Breakfast	<u> </u> Chalkboard	<u> </u> Video Camera	<u> </u> Luncheon	<u> </u> Lectern	<u> </u> Video Recorder	<u> </u> Dinner	<u> </u> Coat Racks	<u> </u> Internet Access		Estimated time of arrival at Pioneer for setup/delivery: _____		
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For specific room setup, see attached design: (check one)		Other/Specify: _____																							
<u>x</u> Yes or <u> </u> No		<u>Breakfast arrangements made with J. Fortman as event approaches, tables/chairs in "U" shape with open end and podium at east end of room</u>																							
		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			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.
Action Taken	Date	By	Signature (person in charge of activity) Date: _____
Approved and Booked	<u>7/17/2018</u>	<u>myk</u>	
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.

Thank you for selecting Pioneer for your event