

# 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>10/26/2018</b>  |  | Setup Time   | Tear Down Time | Date Request Submitted    |
| Activity: Day(s) _____   |  |  |                | <b>August 29, 2018</b>    |
| Event Time(s) <b>7:30 am - 8:10 am</b>   |  | <b>7:00 AM</b>   | <b>8:30 AM</b> | Room(s) / Area Requested: |
| Name of Organization and Event Being Held<br><b>Grandparents Day/Joanne Humphrey</b>   |  | Number of Persons Attending Meeting<br><b>estimate 150-200</b>   |                | <b>Arena</b>              |
| Address  |  | Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)  |                |                           |
| Contact Person: <b>Joanne Humphrey</b>   |  | Business Name: _____   |                |                           |
| Phone Numbers: Home: _____   |  | Contact Person: _____  |                |                           |
| Work: <b>42985</b> Cell: _____   |  | Phone Number: _____  |                |                           |
| PCTC Requested Services: (Identify No. Needed)   |  | Address: _____   |                |                           |
| <input checked="" type="checkbox"/> Room Setup<br><input checked="" type="checkbox"/> Chairs<br><input checked="" type="checkbox"/> Tables<br><input type="checkbox"/> Chalkboard<br><input type="checkbox"/> Lectern<br><input type="checkbox"/> Coat Racks |  | <input checked="" type="checkbox"/> Café OR<br><input type="checkbox"/> Culinary Arts<br><input type="checkbox"/> Microphone<br><input checked="" type="checkbox"/> Ovrhd. Proj.<br><input type="checkbox"/> Video Camera<br><input type="checkbox"/> Video Recorder<br><input type="checkbox"/> Internet Access |                |                           |
| <input checked="" type="checkbox"/> Drinks<br><input type="checkbox"/> Snacks<br><input checked="" type="checkbox"/> Breakfast<br><input type="checkbox"/> Luncheon<br><input type="checkbox"/> Dinner   |  | If specific hookup/utility needs are required see attached: (check one) <input checked="" 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 checked="" type="checkbox"/> Yes or <input type="checkbox"/> No  |  | 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 .....  |             |           |
| <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  | 8/30/18     | WJB       |
| 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.

Signature (person in charge of activity)  
Date: 8/29/18

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

Screen down

signs

Food Tables

Coffee Tables

Table

Coat Rack

doors  
unlocked  
at 6<sup>45</sup> am

Thank you!