

# Building Utilization Request



## Pioneer Career and Technology Center

ATTN: Director of Business Affairs  
27 Ryan Road, Shelby, OH 44875

Date(s) <b>3/24/19 - 4/1/19</b>		Setup Time	Tear Down Time	Date Request Submitted
Activity: Day(s) <b>Sun - Mon</b>		All day	1100 4/1/19	March 26, 2018
Event Time(s) <b>All Day</b>				Room(s) / Area Requested:
Name of Organization and Event Being Held <b>Prom</b>		Number of Persons Attending Meeting <b>TBD</b>		<b>Arena and DLTC</b>
Address		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)		
Contact Person: <b>Dawn Roberts</b>		Business Name: <b>Hitman Entertainment</b>		
Phone Numbers: Home: Cell: Work: <b>419 347-7744 419 512-4140</b>		Contact Person: <b>Tony Malec</b>		
		Phone Number: <b>73 Wolfe Ave Mansfield, Oh 44907</b>		
		Address: <b>419-522-9013</b>		
PCTC Requested Services: (Identify No. Needed)		If specific hookup/utility needs are required see attached: (check one) <u>Yes</u> or <u>No</u>		
Room Setup	Electronic	Estimated time of arrival at Pioneer for setup/delivery:		
<input checked="" type="checkbox"/> Chairs	<input type="checkbox"/> Microphone	<b>5:30 p.m. on 3/30/19 Both DJ and Photobooth</b>		
<input checked="" type="checkbox"/> Tables	<input type="checkbox"/> Ovrhd. Proj.	Other/Specify: <b>Supersound DJ &amp; Photobooth Rental</b>		
<input type="checkbox"/> Chalkboard	<input type="checkbox"/> Video Camera	<b>2592 Niver Road Willard, Oh 44890 567-224-0643</b>		
<input type="checkbox"/> Lectern	<input type="checkbox"/> Video Recorder			
<input checked="" type="checkbox"/> Coat Racks	<input checked="" type="checkbox"/> Internet Access			
	<input type="checkbox"/> Dinner			
For specific room setup, see attached design: (check one) <u>Yes</u> or <u>No</u>		Date of contact with Cafeteria/Culinary Arts Services if used for this event:		
<b>(Part II) To be completed by PCTC Personnel</b>		<b>Responsibility Notice</b>		
Estimate Calculation of Fees: Attach any pertinent papers.		It is understood that our organization assumes full responsibility for any damage to the building and equipment.		
Rental .....		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.		
Custodial Services ..... <b>150.00</b>		Any and all information on this form may be shared with the public through our publicly accessed calendar.		
Food Services ..... <b>Security \$120</b>		Signature (person in charge of activity) <i>Dawn Roberts</i>		
Other ..... <b>DJ \$500 PB \$375</b>		Date: <b>26 Mar 18</b>		
<b>Total Fee Estimate</b>				
<b>Note: Final invoice billing based upon actual costs following the event/activity.</b>				
Upon receipt of invoice, please make check payable to: <b>Pioneer CTC</b>				
<b>Action Taken</b>	<b>Date</b>	<b>By</b>		
Approved and Booked	7/17/2018	<i>nyh</i>		
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!