

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) April 19, 2021		Setup Time 8:30 AM	Tear Down Time 1:35 PM	Date Request Submitted March 18, 2021
Activity: Day(s) Monday				Room(s) / Area Requested: Community Room C109
Event Time(s) 9:10 am to 10:10pm 12:30 am to 1:30 pm				
Name of Organization and Event Being Held SkillsUSA Virtual Meeting Pioneer SkillsUSA Officer Team		Number of Persons Attending Meeting Max 18		
Address Pioneer SkillsUSA W123		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)		
Contact Person: Christi Smith		Business Name: N/A		
Phone Numbers: Home: _____		Contact Person: _____		
Work: ext 42987 Cell: 419 571-3525		Phone Number: _____		
PCTC Requested Services: (Identify No. Needed)		Address: _____		
Front facing seats, Spaced for Social Distance <u>Café</u> OR		If specific hookup/utility needs are required see attached: (check <u>Yes</u> or <u>No</u>)		
<u>Room Setup</u> <u>Electronic</u> <u>Culinary Arts</u>		Estimated time of arrival at Pioneer for setup/delivery: _____		
<input checked="" type="checkbox"/> Chairs <input checked="" type="checkbox"/> Microphone _____ Drinks		Other/Specify: _____		
<input checked="" type="checkbox"/> Tables <input checked="" type="checkbox"/> Ovrhd. Proj. _____ Snacks		_____		
Chalkboard _____ Video Camera _____ Breakfast		_____		
<input checked="" type="checkbox"/> Lectern _____ Video Recorder _____ Luncheon		_____		
Coat Racks <input checked="" type="checkbox"/> Internet Access _____ Dinner		_____		
For specific room setup, see attached design: (check one)		Date of contact with Cafeteria/Culinary Arts Services		
<u>Yes</u> or <u>No</u>		if used for this event: _____		

Part II - To be completed by PCTC Personnel

Responsibility Notice

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	4/15/2021	WJS
Billed for Services		
Referred to Board		

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.

Christi Smith

Signature (person in charge of activity)

Date: 3/18/2021

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!