Building Utilization Request



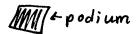
Pioneer Career and Technology Center

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

Part I - 10 be comple	ted by organiz	zation request	ing	ouilding u	itilization	Agent and the second of the se
Date(s) 5/22/	2023		S.	etup Time	Tear Down	Date Request Submitted
Activity: Day(s) Monday			hup Thiic	Time	May 31 2022	
Event Time(s) 8:30AM-1:	30PM	8	3:00 AM	2:00 PM	Room(s) / Area Requested:
Name of Organization				1	of Persons	Arena & Teachers lounge east
ECE - Preschool Graduation (during the school day)			y)		g Meeting	(children getting caps and gowns on)
A 11					250	l '
Address					to be provided r, photographer,	by outside person(s)/vendors
Contact Person: Ellen Zaebst						
				Business Name: Contact Person:		
Phone Numbers: Home:				Phone Number:		
Work: <u>ext</u> <u>42600</u> Cell:				Address:		
DCTC Dequested Completes (Identify No. No. d. d.)				If specific hookup/utility needs are required see attached:		
PCTC Requested Services: (Identify No. Needed) Room Setup Electronic Café/Culinary Arts				(check one)Yes orNo		
x Chairs x Microphone Drinks			шю	Estimated time of arrival at Pioneer for setup/delivery:		
	Ovrhd. Proj.	Snacks		Estimato	i timo or unive	is at 1 totloor for sociap, activery.
Chalkboard V	-		on	Other/Spe	ecify:	
	ideo Recorder	\ 				
Coat Racks Internet Access X podium						· · · · · · · · · · · · · · · · · · ·
For specific room setup, see attached design: (check one)				Date of contact with Cafeteria/Culinary Arts Services		
x Yes or No				if used for this event:		
Part II - To be completed by PCTC Personnel					Respor	nsibility Notice
Estimate Calculation of Fees: Attach any pertinent papers.				It is understood that our organization assumes full responsibility for any damage to the building and		
Rental						
Custodial Services				equipme	ent.	
Food Services						
Other				A Secur	ity Deposit in	the amount of \$
Total Fee Estimate				is required to confirm scheduling. This will be		
Note: Final invoice billing based upon actual costs following the event/activity.				applied event/ac		e upon satisfactory complete of
Upon receipt of invoice, please make check payable to: Pioneer CTC				5	lln Z	WAL
Action Taken Date By					Signature (pers	son in charge of activity)
Approved and Booked	1/12/22	Imic	_	Date:	5/31	11aa
Billed for Services	7171	t e		•		T
Referred to Board				Thank	vou for selec	ting Pioneer for your event!

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.

Preschool Graduation Arena Set Up



	Stag	ge			
	Chairs for 250 People	Chairs			
	<u> </u>				
	2 Tables or 1 Foldable Table by the side wa	all (wall with the light switch)			
	Please leave enough space between the two sect	ions of chairs for 3 adults to walk side by side			
	2 Chairs and 1 Table by entrance				
1 Foldable Table by the back wall of arena					

6-7 center barriers taken down from stage please