

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) 5/22/2023		Setup Time 8:00 AM	Tear Down Time 2:00 PM	Date Request Submitted May 31 2022								
Activity: Day(s) Monday				Room(s) / Area Requested: Arena & Teachers lounge east (children getting caps and gowns on)								
Event Time(s) 8:30AM-1:30PM		Name of Organization ECE - Preschool Graduation (during the school day)										
Address		Number of Persons Attending Meeting 250										
Contact Person: Ellen Zaebst		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)										
Phone Numbers: Home: _____		Business Name: _____										
Work: ext 42600 Cell: _____		Contact Person: _____										
PCTC Requested Services: (Identify No. Needed)		Phone Number: _____										
<u>Room Setup</u>	<u>Electronic</u>	Address: _____										
<input checked="" type="checkbox"/> Chairs	<input checked="" type="checkbox"/> Microphone	If specific hookup/utility needs are required see attached: (check one) <u>Yes</u> or <u>No</u>										
<input checked="" type="checkbox"/> Tables	<input checked="" type="checkbox"/> Ovrhd. Proj.	Estimated time of arrival at Pioneer for setup/delivery: _____										
<input type="checkbox"/> Chalkboard	<input type="checkbox"/> Video Camera	Other/Specify: _____										
<input type="checkbox"/> Lectern	<input type="checkbox"/> Video Recorder	Date of contact with Cafeteria/Culinary Arts Services if used for this event: _____										
<input type="checkbox"/> Coat Racks	<input type="checkbox"/> Internet Access	<table border="1"> <tr> <td><u>Café/Culinary Arts</u></td> <td><input type="checkbox"/> Drinks</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Snacks</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Luncheon</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Dinner</td> </tr> </table>			<u>Café/Culinary Arts</u>	<input type="checkbox"/> Drinks		<input type="checkbox"/> Snacks		<input type="checkbox"/> Luncheon		<input type="checkbox"/> Dinner
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For specific room setup, see attached design: (check one)												
<input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No												

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

Action Taken	Date	By
Approved and Booked	5/2/22	mlc
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.

Ellen Zaebst
Signature (person in charge of activity)

Date: 5/31/22

Thank you for selecting 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

 ← podium

Stage



— — — — —

— — — — —

Chairs for 250 People

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— — — — —

Chairs

— — — — —

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2 Tables or 1 Foldable Table by the side wall (wall with the light switch)

Please leave enough space between the two sections 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