Building Utilization Request

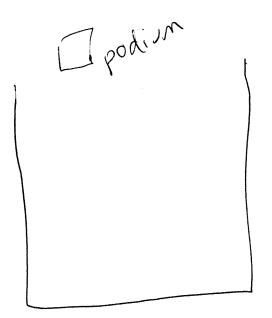
Pioneer

Pioneer Career and Technology Center

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

Part I - To be completed by organization requesting	g building uti	lization		
Date(s) 10/27/22; 2/23/23 & 4/20/23	Setup Time	Tear Down	Date Request Submitted	
Activity: Day(s) Thursdays		Time	August 10, 2022	
Event Time(s) 11:30 - 1 pm	10:30 AM	after mtg	Room(s) / Area Requested:	
Name of Organization and Event Being Held	Number o		Community Room	
Business Advisory / Financial Task Force Meetings 2022-2023	Attending	Meeting 25		
Address	Services t		by outside person(s)/vendors	
Address		(i.e. caterer, photographer, etc.)		
Contact Person: Becki Kimmel	Business N	Business Name:		
Phone Numbers: Home:	Contact Pe	Contact Person:		
Work: ext. 42101 Cell:	Phone Nun	Phone Number:		
	Address:			
PCTC Requested Services: (Identify No. Needed)	If specific	If specific hookup/utility needs are required see attached:		
<u>Café</u> OR	1 '	(check one) Yes or No		
Room Setup Electronic X Culinary Arts	Estimated	Estimated time of arrival at Pioneer for setup/delivery:		
x Chairs Microphone Drinks		01-/9		
Tables Ovrhd. Proj. Snacks	1	Other/Specify:		
ChalkboardVideo CameraBreakfas				
Lectern Video Recorder x Luncheo	n	***************************************		
Coat RacksInternet Access Dinner				
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: August 10, 2022				
Part II - To be completed by PCTC Personnel		•	nsibility Notice	
Estimate Calculation of Fees: Attach any pertinent papers. It is understood that our organization reapposite the papers to the		_		
Rental		responsibility for any damage to the building and equipment.		
Custodial Services				
Food Services		A Security Deposit in the amount of \$is required to confirm scheduling. This will be		
Other	1 -		inal invoice upon satisfactory complete of	
Total Fee Estimate	event/ac			
Note: Final invoice billing based upon actual costs following the event/activity.				
Upon receipt of invoice, please make check payable to	-	Any and all information on this form may be		
Pioneer CTC		shared with the public through our publicly accessed calendar.		
Action Taken Date By	\Box	1 1.	0	
Approved and Booked 8/10/22 MC		icki kin	mil	
Billed for Services		- 12	son in charge of activity)	
Referred to Board	Date: <u>8/</u>	Date: 8/10/2022		

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!



Chains around

Counter upon for Cul. Arts

x Rigistration