

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 building utilization

<p>Date(s) 9/14;10/12;11/9;12/14;1/11/23</p> <p>Activity: Day(s) 2/ 8;3/8 -- Wed</p> <p>Event Time(s) 2:30-3:30 pm</p>	Set Up Time	Tear Down Time	Date Request Submitted August 30, 2022																					
Name of Organization and Event Being Held Pioneer PD		Number of Persons Attending Meeting 10-20	Room(s) / Area Requested: Media Center																					
Address Pioneer		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)																						
Contact Person: Shannon Sprang		Business Name: _____																						
Phone Numbers: Home: _____		Contact Person: _____																						
Work: _____ Cell: _____		Phone Number: _____																						
PCTC Requested Services: (Identify No. Needed)		Address: _____																						
<table style="width:100%; border: none;"> <tr> <td style="width:33%;"><input type="checkbox"/> Café</td> <td style="width:33%;"><input type="checkbox"/> OR</td> <td style="width:33%;"></td> </tr> <tr> <td><input type="checkbox"/> Room Setup</td> <td><input type="checkbox"/> Electronic</td> <td><input type="checkbox"/> Culinary Arts</td> </tr> <tr> <td><input type="checkbox"/> Chairs</td> <td><input type="checkbox"/> Microphone</td> <td><input type="checkbox"/> Drinks</td> </tr> <tr> <td><input type="checkbox"/> Tables</td> <td><input type="checkbox"/> Ovrhd. Proj.</td> <td><input type="checkbox"/> Snacks</td> </tr> <tr> <td><input type="checkbox"/> Chalkboard</td> <td><input type="checkbox"/> Video Camera</td> <td><input type="checkbox"/> Breakfast</td> </tr> <tr> <td><input type="checkbox"/> Lectern</td> <td><input type="checkbox"/> Video Recorder</td> <td><input type="checkbox"/> Luncheon</td> </tr> <tr> <td><input type="checkbox"/> Coat Racks</td> <td><input type="checkbox"/> Internet Access</td> <td><input type="checkbox"/> Dinner</td> </tr> </table>		<input type="checkbox"/> Café	<input type="checkbox"/> OR		<input type="checkbox"/> Room Setup	<input type="checkbox"/> Electronic	<input type="checkbox"/> Culinary Arts	<input type="checkbox"/> Chairs	<input type="checkbox"/> Microphone	<input type="checkbox"/> Drinks	<input type="checkbox"/> Tables	<input type="checkbox"/> Ovrhd. Proj.	<input type="checkbox"/> Snacks	<input type="checkbox"/> Chalkboard	<input type="checkbox"/> Video Camera	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Lectern	<input type="checkbox"/> Video Recorder	<input type="checkbox"/> Luncheon	<input type="checkbox"/> Coat Racks	<input type="checkbox"/> Internet Access	<input type="checkbox"/> Dinner	If specific hookup/utility needs are required see attached: (check <input type="checkbox"/> Yes or <input type="checkbox"/> No)	
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For specific room setup, see attached design: (check one)		Estimated time of arrival at Pioneer for setup/delivery: _____																						
<input type="checkbox"/> Yes or <input checked="" type="checkbox"/> No		Other/Specify: _____																						
		Date of contact with Cafeteria/Culinary Arts Services if used for this event: _____																						

<h3>Part II - To be completed by PCTC Personnel</h3> <p>Estimate Calculation of Fees: Attach any pertinent papers.</p> <table style="width:100%; border: none;"> <tr> <td>Rental</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Custodial Services</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Food Services</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Other</td> <td></td> </tr> <tr> <td style="text-align: right;">Total Fee Estimate</td> <td style="text-align: right;">\$0.00</td> </tr> </table> <p>Note: Final invoice billing based upon actual costs following the event/activity.</p> <p>Upon receipt of invoice, please make check payable to: Pioneer CTC</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Action Taken</th> <th>Date</th> <th>By</th> </tr> </thead> <tbody> <tr> <td>Approved and Booked</td> <td style="text-align: center;">9/1/22</td> <td style="text-align: center;">KPK</td> </tr> <tr> <td>Billed for Services</td> <td></td> <td></td> </tr> <tr> <td>Referred to Board</td> <td></td> <td></td> </tr> </tbody> </table>	Rental	\$0.00	Custodial Services	0.00	Food Services	0.00	Other		Total Fee Estimate	\$0.00	Action Taken	Date	By	Approved and Booked	9/1/22	KPK	Billed for Services			Referred to Board			<h3>Responsibility Notice</h3> <p>It is understood that our organization assumes full responsibility for any damage to the building and equipment.</p> <p>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.</p> <p>Any and all information on this form may be shared with the public through our publicly accessed calendar.</p> <p style="text-align: center;"> Signature (person in charge of activity) </p> <p>Date: <u>8/31/22</u></p>
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