

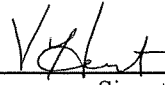
Building Utilization Request

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

Date(s) March 28, 2023 Activity: Day(s) Tuesday Event Time(s) 2:30-3:30 pm	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: Welding Lab
Address Pioneer		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)	
Contact Person: K. Stevens Shannon Sprang		Business Name: _____	
Phone Numbers: Home: _____		Contact Person: _____	
Work: _____ Cell: _____		Phone Number: _____	
PCTC Requested Services: (Identify No. Needed) _____ <u>Café</u> OR <u>Room Setup</u> <u>Electronic</u> _____ <u>Culinary Arts</u> _____ Chairs _____ Microphone _____ Drinks _____ Tables _____ Ovrhd. Proj. _____ Snacks _____ Chalkboard _____ Video Camera _____ Breakfast _____ Lectern _____ Video Recorder _____ Luncheon _____ Coat Racks _____ Internet Access _____ Dinner		Address: _____	
For specific room setup, see attached design: (check one) _____ Yes or X No		If specific hookup/utility needs are required see attached: (check _____ Yes or _____ No)	
Part II - To be completed by PCTC Personnel		Responsibility Notice	
Estimate Calculation of Fees: Attach any pertinent papers. Rental \$0.00 Custodial Services 0.00 Food Services 0.00 Other _____ Total Fee Estimate \$0.00		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.	
Note: Final invoice billing based upon actual costs following the event/activity.		Any and all information on this form may be shared with the public through our publicly accessed calendar.	
Upon receipt of invoice, please make check payable to: Pioneer CTC		Signature (person in charge of activity) 	
Action Taken	Date	By	
Approved and Booked	9/12/22	KK	
Billed for Services			
Referred to Board			
		Date: 9/3/22	