

**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) <b>29-Mar-23</b>	Setup Time	Tear Down Time	Date Request Submitted																					
Activity: Day(s) <b>Wednesday</b>	<b>12:30 PM</b>	<b>after dinner</b>	<b>September 30, 2022</b>																					
Event Time(s) <b>5:00 PM</b>			Room(s) / Area Requested:																					
Name of Organization and Event Being Held <b>All Board Member /Administration dinner</b>		Number of Persons Attending Meeting <b>100-200</b>	<b>Cafeteria &amp; Hallway outside of Cafeteria down to Library area</b>																					
Address		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)																						
Contact Person: <b>Becki Kimmel</b>		Business Name: \																						
Phone Numbers: Home: _____		Contact Person: _____																						
Work: <b>ext. 42101</b> Cell: _____		Phone Number: _____																						
PCTC Requested Services: (Identify No. Needed)		Address: _____																						
<table border="0"> <tr> <td></td> <td><u>Café</u> OR</td> <td></td> </tr> <tr> <td><u>Room Setup</u></td> <td><u>Electronic</u></td> <td><input checked="" type="checkbox"/> <u>Culinary Arts</u></td> </tr> <tr> <td><input checked="" type="checkbox"/> Chairs</td> <td>___ Microphone</td> <td>___ Drinks</td> </tr> <tr> <td><input checked="" type="checkbox"/> Tables</td> <td>___ Ovrhd. Proj.</td> <td>___ Snacks</td> </tr> <tr> <td>___ Chalkboard</td> <td>___ Video Camera</td> <td>___ Breakfast</td> </tr> <tr> <td>___ Lectern</td> <td>___ Video Recorder</td> <td>___ Luncheon</td> </tr> <tr> <td><input checked="" type="checkbox"/> Coat Racks</td> <td>___ Internet Access</td> <td><input checked="" type="checkbox"/> Dinner</td> </tr> </table>			<u>Café</u> OR		<u>Room Setup</u>	<u>Electronic</u>	<input checked="" type="checkbox"/> <u>Culinary Arts</u>	<input checked="" type="checkbox"/> Chairs	___ Microphone	___ Drinks	<input checked="" type="checkbox"/> Tables	___ Ovrhd. Proj.	___ Snacks	___ Chalkboard	___ Video Camera	___ Breakfast	___ Lectern	___ Video Recorder	___ Luncheon	<input checked="" type="checkbox"/> Coat Racks	___ Internet Access	<input checked="" type="checkbox"/> Dinner	If specific hookup/utility needs are required see attached: (check one) <u>Yes</u> or <u>No</u> Estimated time of arrival at Pioneer for setup/delivery: _____ Other/Specify: _____ _____ _____	
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For specific room setup, see attached design: (check one)		Date of contact with Cafeteria/Culinary Arts Services																						
<input checked="" type="checkbox"/> <b>Yes</b> or ___ <b>No</b> <i>close to event -</i>		if used for this event: <b>September 30, 2022</b>																						

**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	9/30/22	YK
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.

**Any and all information on this form may be shared with the public through our publicly accessed calendar.**

*Becki Kimmel*

Signature (person in charge of activity)

Date: 9/30/2022

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!**

Revised 07/15