

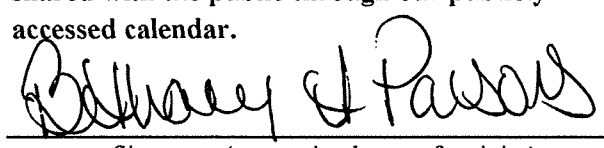
Building Utilization Request

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) <u>12/1, 12/8, 1/5, 1/12, 1/19, 2/2</u>	Setup Time	Tear Down Time	Date Request Submitted																		
Activity: Day(s) _____			October 31, 2022																		
Event Time(s) 5:30-6:30	N/A	N/A	Room(s) / Area Requested:																		
Name of Organization and Event Being Held Shelby Basketball Practice		Number of Persons Attending Meeting 11	Gym/Arena																		
Address 155 Glenwood Drive, Shelby, Ohio 44875		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)																			
Contact Person: Bethany Parsons		Business Name: _____																			
Phone Numbers: Home: _____		Contact Person: _____																			
Work: _____ Cell: 419 545-3627		Phone Number: _____																			
PCTC Requested Services: (Identify No. Needed)		Address: _____																			
<table style="width:100%; border:none;"> <tr> <td style="width:33%;"><u>Room Setup</u></td> <td style="width:33%;"><u>Electronic</u></td> <td style="width:33%;"><u>Café OR Culinary Arts</u></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>		<u>Room Setup</u>	<u>Electronic</u>	<u>Café OR Culinary Arts</u>	<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 one) <input type="checkbox"/> Yes or <input checked="" type="checkbox"/> No	
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For specific room setup, see attached design: (check one) <input type="checkbox"/> Yes or <input checked="" type="checkbox"/> No		Estimated time of arrival at Pioneer for setup/delivery: <u>We will arrive at approximately 5:20 each date.</u>																			
Part II - To be completed by PCTC Personnel		Other/Specify: <u>We will be having basketball practice so we only need usage of the basketball hoops and gym/arena area.</u>																			
Estimate Calculation of Fees: Attach any pertinent papers.		Date of contact with Cafeteria/Culinary Arts Services if used for this event: _____																			
Rental	<p style="text-align:center;">Responsibility Notice</p> <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>																				
Custodial Services																					
Food Services																					
Other																					
Total Fee Estimate _____	 Signature (person in charge of activity)																				
Note: Final invoice billing based upon actual costs following the event/activity.		Date: <u>11/1/2022</u>																			
Upon receipt of invoice, please make check payable to: Pioneer CTC		<p>Thank you for selecting Pioneer for your event!</p>																			
Action Taken	Date			By																	
Approved and Booked	<u>11/4/22</u>			<u>KWK</u>																	
Billed for Services																					
Referred to Board																					

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