

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) February 8th, 2023 Activity: Day(s) Wednesday Time(s) PM TUES 3:00 Set up	Date Request Submitted January 9, 2023																		
Name of Organization Staff - Souper Bowl contest	Number of Persons Attending Meeting _____																		
Address _____	Room(s) / Area Requested: Community Room																		
Contact Person: Lindi Meisse Phone Numbers: Home: _____ Work: _____ Cell: _____	Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.) _____ Business Name: _____ Contact Person: _____ Phone Number: _____ Address: _____																		
PCTC Requested Services: (Identify No. Needed) <table style="width:100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><u>Room Setup</u></td> <td style="text-align: center;"><u>Electronic</u></td> <td style="text-align: center;"><u>Café/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 checked="" type="checkbox"/> Chalkboard</td> <td><input type="checkbox"/> Video Camera</td> <td><input type="checkbox"/> Luncheon</td> </tr> <tr> <td><input type="checkbox"/> Lectern</td> <td><input type="checkbox"/> Video Recorder</td> <td><input type="checkbox"/> Dinner</td> </tr> <tr> <td><input type="checkbox"/> Coat Racks</td> <td><input checked="" type="checkbox"/> Internet Access</td> <td></td> </tr> </table> For specific room setup, see attached design: (check one) <input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No <i>on back</i>	<u>Room Setup</u>	<u>Electronic</u>	<u>Café/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 checked="" type="checkbox"/> Chalkboard	<input type="checkbox"/> Video Camera	<input type="checkbox"/> Luncheon	<input type="checkbox"/> Lectern	<input type="checkbox"/> Video Recorder	<input type="checkbox"/> Dinner	<input type="checkbox"/> Coat Racks	<input checked="" type="checkbox"/> Internet Access		If specific hookup/utility needs are required see attached: (check one) <input type="checkbox"/> Yes or <input type="checkbox"/> No Estimated time of arrival at Pioneer for setup/delivery: _____ Other/Specify: _____ _____ Date of contact with Cafeteria/Culinary Arts Services if used for this event: _____
<u>Room Setup</u>	<u>Electronic</u>	<u>Café/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 checked="" type="checkbox"/> Chalkboard	<input type="checkbox"/> Video Camera	<input type="checkbox"/> Luncheon																	
<input type="checkbox"/> Lectern	<input type="checkbox"/> Video Recorder	<input type="checkbox"/> Dinner																	
<input type="checkbox"/> Coat Racks	<input checked="" type="checkbox"/> Internet Access																		

Part II - To be completed by PCTC Personnel

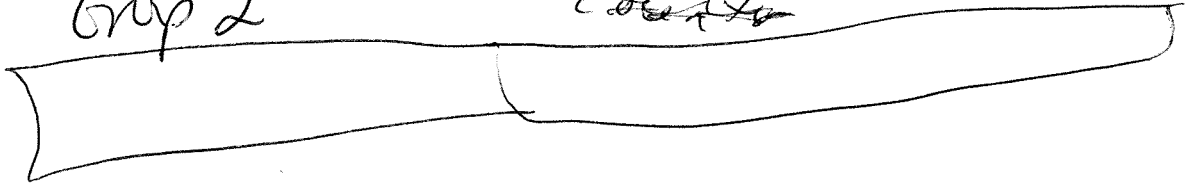
Estimate Calculation of Fees: Attach any pertinent papers.														
Rental	_____	_____												
Custodial Services	_____	_____												
Food Services	_____	_____												
Other	_____	_____												
Total Fee Estimate														
Note: Final invoice billing based upon actual costs following the event/activity.														
Upon receipt of invoice, please make check payable to: Pioneer CTC														
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:30%;">Action Taken</th> <th style="width:30%;">Date</th> <th style="width:40%;">By</th> </tr> </thead> <tbody> <tr> <td>Approved and Booked</td> <td style="text-align: center;">1/9/23</td> <td style="text-align: center;">[Signature]</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>	Action Taken	Date	By	Approved and Booked	1/9/23	[Signature]	Billed for Services			Referred to Board			<h3 style="text-align: center;">Responsibility Notice</h3> 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. <div style="text-align: center;"> _____ Signature (person in charge of activity) </div> Date: <u>1/9/23</u>	
Action Taken	Date	By												
Approved and Booked	1/9/23	[Signature]												
Billed for Services														
Referred to Board														

Thank you for selecting Pioneer for your event!

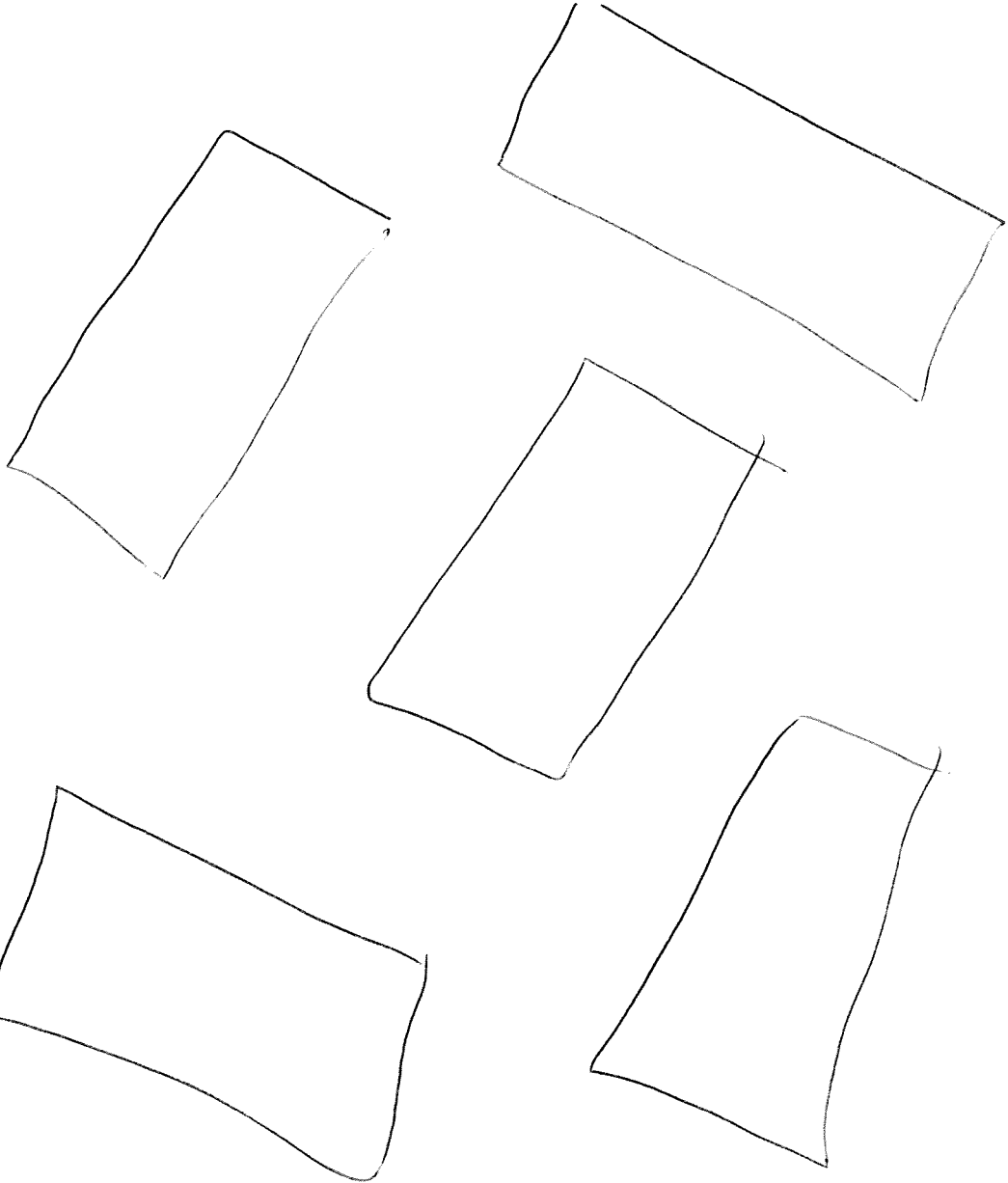
[Signature] 1/9/23

Group 2

counter
soup group #3



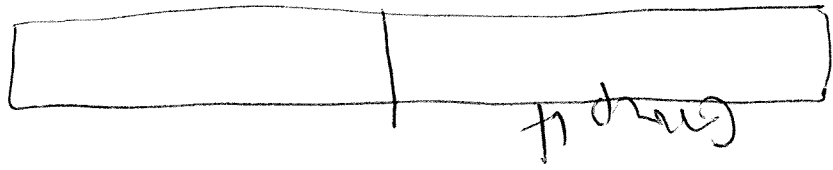
counter



Tables of old silver bowls playing

Bowls Silverware

Door



Group 4

At least
(5)
papers