

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) 3/28/2023 Activity: Day(s) Tuesday Event Time(s) 7:30am-9:00am	Setup Time	Tear Down Time 10:00am	Date Request Submitted February 24, 2023																		
Name of Organization and Event Being Held How to Hire and Retain Gen Z		Number of Persons Attending Meeting Approx 50	Room(s) / Area Requested: Community Room ARENA																		
Address		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)																			
Contact Person: Don Paullin Phone Numbers: Home: _____ Work: ext 42302 Cell: _____		Business Name: _____ Contact Person: _____ Phone Number: _____ Address: _____																			
PCTC Requested Services: (Identify No. Needed) <div style="display: flex; justify-content: space-around;"> <input checked="" type="checkbox"/> Café OR <input type="checkbox"/> Culinary Arts </div> <table style="width:100%; border: none;"> <tr> <td style="width:33%;"><input checked="" type="checkbox"/> Room Setup</td> <td style="width:33%;"><input checked="" type="checkbox"/> Electronic</td> <td style="width:33%;"><input checked="" type="checkbox"/> Microphone</td> </tr> <tr> <td><input checked="" type="checkbox"/> Chairs</td> <td><input checked="" type="checkbox"/> Ovrhd. Proj.</td> <td><input checked="" type="checkbox"/> Drinks</td> </tr> <tr> <td><input checked="" type="checkbox"/> Tables</td> <td><input type="checkbox"/> Video Camera</td> <td><input type="checkbox"/> Snacks</td> </tr> <tr> <td><input type="checkbox"/> Chalkboard</td> <td><input type="checkbox"/> Video Recorder</td> <td><input checked="" type="checkbox"/> Breakfast</td> </tr> <tr> <td><input checked="" type="checkbox"/> Lectern</td> <td><input type="checkbox"/> Internet Access</td> <td><input type="checkbox"/> Luncheon</td> </tr> <tr> <td><input checked="" type="checkbox"/> Coat Racks</td> <td><input type="checkbox"/> Dinner</td> <td></td> </tr> </table> For specific room setup, see attached design: (check one) <input type="checkbox"/> Yes or <input type="checkbox"/> No		<input checked="" type="checkbox"/> Room Setup	<input checked="" type="checkbox"/> Electronic	<input checked="" type="checkbox"/> Microphone	<input checked="" type="checkbox"/> Chairs	<input checked="" type="checkbox"/> Ovrhd. Proj.	<input checked="" type="checkbox"/> Drinks	<input checked="" type="checkbox"/> Tables	<input type="checkbox"/> Video Camera	<input type="checkbox"/> Snacks	<input type="checkbox"/> Chalkboard	<input type="checkbox"/> Video Recorder	<input checked="" type="checkbox"/> Breakfast	<input checked="" type="checkbox"/> Lectern	<input type="checkbox"/> Internet Access	<input type="checkbox"/> Luncheon	<input checked="" type="checkbox"/> Coat Racks	<input type="checkbox"/> Dinner		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: _____	
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Part II - To be completed by PCTC Personnel		Responsibility Notice																			
Estimate Calculation of Fees: Attach any pertinent papers. Rental _____ Custodial Services _____ Food Services _____ Other _____ Total Fee Estimate _____		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. Upon receipt of invoice, please make check payable to: Pioneer CTC		Any and all information on this form may be shared with the public through our publicly accessed calendar.																			
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:40%;">Action Taken</th> <th style="width:20%;">Date</th> <th style="width:40%;">By</th> </tr> </thead> <tbody> <tr> <td>Approved and Booked</td> <td>2/28/23</td> <td>Kr/C</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	2/28/23	Kr/C	Billed for Services			Referred to Board			Signature (person in charge of activity) Date: _____								
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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!