

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) 3/25/2023 Activity: Day(s) Saturday Event Time(s) 9am-1pm | Setup Time | Tear Down Time | Date Request Submitted March 9, 2023 | | | | | | | | | | | | | | | | | | | | | |
| Name of Organization and Event Being Held Adult Education - Forklift Training | | Number of Persons Attending Meeting 10 | Room(s) / Area Requested: Community Room and Arena | | | | | | | | | | | | | | | | | | | | | |
| Address 27 Ryan Rd, Shelby | | Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.) | | | | | | | | | | | | | | | | | | | | | | |
| Contact Person: Don Paullin/Julie Eldridge | | Business Name: _____ | | | | | | | | | | | | | | | | | | | | | | |
| Phone Numbers: Home: _____ | | Contact Person: _____ | | | | | | | | | | | | | | | | | | | | | | |
| Work: 419 342-1100 Cell: _____ | | 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</u> OR</td> </tr> <tr> <td><input type="checkbox"/> Chairs</td> <td><input type="checkbox"/> Microphone</td> <td><input type="checkbox"/> Culinary Arts</td> </tr> <tr> <td><input type="checkbox"/> Tables</td> <td><input checked="" type="checkbox"/> Ovrhd. Proj.</td> <td><input type="checkbox"/> Drinks</td> </tr> <tr> <td><input type="checkbox"/> Chalkboard</td> <td><input type="checkbox"/> Video Camera</td> <td><input type="checkbox"/> Snacks</td> </tr> <tr> <td><input type="checkbox"/> Lectern</td> <td><input type="checkbox"/> Video Recorder</td> <td><input type="checkbox"/> Breakfast</td> </tr> <tr> <td><input type="checkbox"/> Coat Racks</td> <td><input type="checkbox"/> Internet Access</td> <td><input type="checkbox"/> Luncheon</td> </tr> <tr> <td></td> <td></td> <td><input type="checkbox"/> Dinner</td> </tr> </table> | | <u>Room Setup</u> | <u>Electronic</u> | <u>Café</u> OR | <input type="checkbox"/> Chairs | <input type="checkbox"/> Microphone | <input type="checkbox"/> Culinary Arts | <input type="checkbox"/> Tables | <input checked="" type="checkbox"/> Ovrhd. Proj. | <input type="checkbox"/> Drinks | <input type="checkbox"/> Chalkboard | <input type="checkbox"/> Video Camera | <input type="checkbox"/> Snacks | <input type="checkbox"/> Lectern | <input type="checkbox"/> Video Recorder | <input type="checkbox"/> Breakfast | <input type="checkbox"/> Coat Racks | <input type="checkbox"/> Internet Access | <input type="checkbox"/> Luncheon | | | <input type="checkbox"/> Dinner | If specific hookup/utility needs are required see attached: (check one) <input type="checkbox"/> Yes or <input type="checkbox"/> No | |
| <u>Room Setup</u> | <u>Electronic</u> | <u>Café</u> OR | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Chairs | <input type="checkbox"/> Microphone | <input type="checkbox"/> Culinary Arts | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Tables | <input checked="" type="checkbox"/> Ovrhd. Proj. | <input type="checkbox"/> Drinks | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Chalkboard | <input type="checkbox"/> Video Camera | <input type="checkbox"/> Snacks | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Lectern | <input type="checkbox"/> Video Recorder | <input type="checkbox"/> Breakfast | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Coat Racks | <input type="checkbox"/> Internet Access | <input type="checkbox"/> Luncheon | | | | | | | | | | | | | | | | | | | | | | |
| | | <input type="checkbox"/> Dinner | | | | | | | | | | | | | | | | | | | | | | |
| For specific room setup, see attached design: (check one) | | Estimated time of arrival at Pioneer for setup/delivery: _____ | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Yes or <input type="checkbox"/> No | | Other/Specify: Don will come in to let students in and be here when they are finished* | | | | | | | | | | | | | | | | | | | | | | |
| | | Date of contact with Cafeteria/Culinary Arts Services if used for this event: _____ | | | | | | | | | | | | | | | | | | | | | | |

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

Note: Final invoice billing based upon actual costs following the event/activity.

Upon receipt of invoice, please make check payable to:
Pioneer CTC

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.

| Action Taken | Date | By |
|---------------------|---------|-----|
| Approved and Booked | 3/10/23 | JKK |
| Billed for Services | | |
| Referred to Board | | |

Julie Eldridge

Signature (person in charge of activity)

Date: **3/9/23**

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!