

# 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>4/22/2023</b>	Setup Time	Tear Down Time	Date Request Submitted <b>April 5, 2023</b>																					
Activity: Day(s) <b>Saturday</b>			Room(s) / Area Requested: <b>Community Room and Arena</b>																					
Event Time(s) <b>9am-1pm</b>																								
Name of Organization and Event Being Held <b>Adult Education - Forklift Training</b>		Number of Persons Attending Meeting <b>10</b>																						
Address <b>27 Ryan Rd, Shelby</b>		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)																						
Contact Person: <b>Don Paullin/Julie Eldridge</b>		Business Name: _____																						
Phone Numbers: Home: _____		Contact Person: _____																						
Work: <b>419 342-1100</b> Cell: _____		Phone Number: _____																						
PCTC Requested Services: (Identify No. Needed)		Address: _____																						
<table style="width:100%; border:none;"> <tr> <td style="border:none;"><u>Room Setup</u></td> <td style="border:none;"><u>Electronic</u></td> <td style="border:none;"><u>Café</u> OR</td> </tr> <tr> <td style="border:none;"><u>Chairs</u></td> <td style="border:none;"><u>Microphone</u></td> <td style="border:none;"><u>Culinary Arts</u></td> </tr> <tr> <td style="border:none;"><u>Tables</u></td> <td style="border:none;"><input checked="" type="checkbox"/> <u>Ovrhd. Proj.</u></td> <td style="border:none;"><u>Drinks</u></td> </tr> <tr> <td style="border:none;"><u>Chalkboard</u></td> <td style="border:none;"><u>Video Camera</u></td> <td style="border:none;"><u>Snacks</u></td> </tr> <tr> <td style="border:none;"><u>Lectern</u></td> <td style="border:none;"><u>Video Recorder</u></td> <td style="border:none;"><u>Breakfast</u></td> </tr> <tr> <td style="border:none;"><u>Coat Racks</u></td> <td style="border:none;"><u>Internet Access</u></td> <td style="border:none;"><u>Luncheon</u></td> </tr> <tr> <td style="border:none;"><u>Dinner</u></td> <td></td> <td></td> </tr> </table>		<u>Room Setup</u>	<u>Electronic</u>	<u>Café</u> OR	<u>Chairs</u>	<u>Microphone</u>	<u>Culinary Arts</u>	<u>Tables</u>	<input checked="" type="checkbox"/> <u>Ovrhd. Proj.</u>	<u>Drinks</u>	<u>Chalkboard</u>	<u>Video Camera</u>	<u>Snacks</u>	<u>Lectern</u>	<u>Video Recorder</u>	<u>Breakfast</u>	<u>Coat Racks</u>	<u>Internet Access</u>	<u>Luncheon</u>	<u>Dinner</u>			If specific hookup/utility needs are required see attached: (check one) <input type="checkbox"/> <b>Yes</b> or <input type="checkbox"/> <b>No</b> Estimated time of arrival at Pioneer for setup/delivery: _____ Other/Specify: <b>Don will come in to let students in and be here when they are finished*</b>	
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For specific room setup, see attached design: (check one) <input type="checkbox"/> <b>Yes</b> or <input type="checkbox"/> <b>No</b>		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	4/5/23	JK
Billed for Services		
Referred to Board		

*Julie Eldridge*

Signature (person in charge of activity)

Date: 4/4/2023

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!**