

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) <u>5/8, 5/10, 5/15, 5/16 17</u> Activity: Day(s) <u>Monday and Wednesday's</u> Event Time(s) <u>7:30-11:30am</u>	Setup Time	Tear Down Time	Date Request Submitted April 21, 2023 Room(s) / Area Requested: Community Room																					
Name of Organization and Event Being Held Adult Education - CTX Blueprint Training-Cooper Enterprise	Number of Persons Attending Meeting 10																							
Address <u>27 Ryan Rd, Shelby</u>	Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)																							
Contact Person: <u>Don Paullin/Julie Eldridge</u> Phone Numbers: Home: _____ Work: <u>419 342-1100</u> Cell: _____	Business Name: _____ Contact Person: _____ Phone Number: _____ Address: _____																							
PCTC Requested Services: (Identify No. Needed) <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>_____</u></td> <td style="border: none;"><u>_____</u></td> <td style="border: none;"><u>Dinner</u></td> </tr> </table> For specific room setup, see attached design: (check one) <input type="checkbox"/> Yes or <input type="checkbox"/> No	<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>_____</u>	<u>_____</u>	<u>Dinner</u>	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: _____ _____ _____ _____		
<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>_____</u>	<u>_____</u>	<u>Dinner</u>																						
	Date of contact with Cafeteria/Culinary Arts Services if used for this event: _____																							

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

Action Taken	Date	By
Approved and Booked	4/21/23	KWK
Billed for Services		
Referred to Board		

Responsibility Notice

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.

Signature (person in charge of activity)

Date: 4/21/23

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!