

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) 12/8/2023 | Setup Time | Tear Down Time | Date Request Submitted May 30, 2023 | | | | | | | | | | | | | | | | | | | | | |
| Activity: Day(s) Friday | 8:30 | 2:15 | Room(s) / Area Requested: Community Room/ Cosmetology Lab | | | | | | | | | | | | | | | | | | | | | |
| Event Time(s) 10:45-2:00 | | | | | | | | | | | | | | | | | | | | | | | | |
| Name of Organization and Event Being Held Partner School Secretaries Luncheon | Number of Persons Attending Meeting 35 | | | | | | | | | | | | | | | | | | | | | | | |
| Address | Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.) | | | | | | | | | | | | | | | | | | | | | | | |
| Contact Person: Tina Hurst, ext. 42200 | Business Name: _____ | | | | | | | | | | | | | | | | | | | | | | | |
| Phone Numbers: Home: _____ | Contact Person: _____ | | | | | | | | | | | | | | | | | | | | | | | |
| Work: _____ 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 checked="" type="checkbox"/> Chairs</td> <td><input type="checkbox"/> Microphone</td> <td><input type="checkbox"/> Culinary Arts</td> </tr> <tr> <td><input checked="" type="checkbox"/> Tables</td> <td><input 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 checked="" 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 checked="" type="checkbox"/> Chairs | <input type="checkbox"/> Microphone | <input type="checkbox"/> Culinary Arts | <input checked="" type="checkbox"/> Tables | <input type="checkbox"/> Ovrhd. Proj. | <input type="checkbox"/> Drinks | <input type="checkbox"/> Chalkboard | <input type="checkbox"/> Video Camera | <input type="checkbox"/> Snacks | <input checked="" 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 checked="" type="checkbox"/> Chairs | <input type="checkbox"/> Microphone | <input type="checkbox"/> Culinary Arts | | | | | | | | | | | | | | | | | | | | | | |
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| | | <input type="checkbox"/> Dinner | | | | | | | | | | | | | | | | | | | | | | |
| For specific room setup, see attached design: (check one) <input type="checkbox"/> Yes or <input type="checkbox"/> No | Estimated time of arrival at Pioneer for setup/delivery: _____ | | | | | | | | | | | | | | | | | | | | | | | |
| | Other/Specify: Culinary to provide lunch; | | | | | | | | | | | | | | | | | | | | | | | |
| | details to be confirmed with S. Weibel | | | | | | | | | | | | | | | | | | | | | | | |
| | as date approaches | | | | | | | | | | | | | | | | | | | | | | | |
| | 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 | 6/20/23 | 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: 6/15/23

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!