

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

<p>Date(s) 15-Nov-23</p> <p>Activity: Day(s) Wednesday</p> <p>Event Time(s) 6:00 PM</p>	<p>Setup Time</p> <p>1:00 PM</p>	<p>Tear Down Time</p> <p>9:00 PM</p>	<p>Date Request Submitted</p> <p>August 31, 2023</p>																		
<p>Name of Organization and Event Being Held</p> <p>Ralph Phillips Bus. Partner of the Year/Distinguished Alumni Dinner</p>		<p>Room(s) / Area Requested:</p> <p>Cafeteria</p>																			
<p>Address</p>		<p>Number of Persons Attending Meeting</p> <p>80-100</p>																			
<p>Contact Person: Becki Kimmel</p> <p>Phone Numbers: Home: _____</p> <p>Work: ext. 42101 Cell: _____</p>		<p>Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)</p> <p>Business Name: <u>Prestige Event Rental</u></p> <p>Contact Person: <u>for round tables</u></p> <p>Phone Number: _____</p> <p>Address: _____</p>																			
<p>PCTC Requested Services: (Identify No. Needed)</p> <p style="text-align: right;">Café OR</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;">Room Setup</td> <td style="width:33%;">Electronic</td> <td style="width:33%;"><input checked="" type="checkbox"/> Culinary Arts</td> </tr> <tr> <td><input checked="" type="checkbox"/> Chairs</td> <td><input checked="" type="checkbox"/> Microphone</td> <td>____ Drinks</td> </tr> <tr> <td><input checked="" type="checkbox"/> Tables</td> <td>____ Ovrhd. Proj.</td> <td>____ Snacks</td> </tr> <tr> <td>____ Chalkboard</td> <td>____ Video Camera</td> <td>____ Breakfast</td> </tr> <tr> <td>____ Lectern</td> <td>____ Video Recorder</td> <td>____ Luncheon</td> </tr> <tr> <td>____ Coat Racks</td> <td>____ Internet Access</td> <td><input checked="" type="checkbox"/> Dinner</td> </tr> </table> <p>For specific room setup, see attached design: (check one)</p> <p><input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No</p>		Room Setup	Electronic	<input checked="" type="checkbox"/> Culinary Arts	<input checked="" type="checkbox"/> Chairs	<input checked="" type="checkbox"/> Microphone	____ Drinks	<input checked="" type="checkbox"/> Tables	____ Ovrhd. Proj.	____ Snacks	____ Chalkboard	____ Video Camera	____ Breakfast	____ Lectern	____ Video Recorder	____ Luncheon	____ Coat Racks	____ Internet Access	<input checked="" type="checkbox"/> Dinner	<p>If specific hookup/utility needs are required see attached: (check one) <input type="checkbox"/> Yes or <input type="checkbox"/> No</p> <p>Estimated time of arrival at Pioneer for setup/delivery: _____</p> <p>Other/Specify: _____</p> <p>_____</p> <p>_____</p> <p>Date of contact with Cafeteria/Culinary Arts Services if used for this event: August 31, 2023</p>	
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Part II - To be completed by PCTC Personnel																					
<p>Estimate Calculation of Fees: Attach any pertinent papers.</p> <p>Rental</p> <p>Custodial Services</p> <p>Food Services</p> <p>Other</p> <p style="text-align: center;">Total Fee Estimate _____</p> <p>Note: Final invoice billing based upon actual costs following the event/activity.</p> <p>Upon receipt of invoice, please make check payable to:</p> <p style="text-align: center;">Pioneer CTC</p>		<p style="text-align: center;">Responsibility Notice</p> <p>It is understood that our organization assumes full responsibility for any damage to the building and equipment.</p> <p>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.</p> <p>Any and all information on this form may be shared with the public through our publicly accessed calendar.</p> <p style="text-align: center;"><i>Becki Kimmel</i></p> <p style="text-align: center;">Signature (person in charge of activity)</p> <p>Date: <u>8/31/2023</u></p>																			
Action Taken	Date	By																			
Approved and Booked	8/31/23	BK																			
Billed for Services																					
Referred to Board																					

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!