

Building Utilization Request



Pioneer Career and Technology Center

ATTN: Director of Business Affairs
27 Ryan Road, Shelby, OH 4487

Part I - To be completed by organization requesting building utilization

Date(s) <u>10/19/2023</u>		Setup Time: 10/18/23	Tear Down Time: 9:30	Date Request Submitted September 11, 2023																		
Activity: Day(s) _____				Room(s) / Area Requested: Arena																		
Event Time(s) 7:30-8:30 AM																						
Name of Organization and Event Being Held Parent Event: Pastries with Parents		Number of Persons Attending Meeting 400																				
Address		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)																				
Contact Person: <u>Karrie Davisson</u>		Business Name: <u>Pioneer</u>																				
Phone Numbers: Home: _____		Contact Person: <u>Jason Fortman</u>																				
Work: <u>ext 42922</u> Cell: _____		Phone Number: _____																				
PCTC Requested Services: (Identify No. Needed)		Address: _____																				
<table border="0"> <tr> <td><u>Room Setup</u></td> <td><u>Electronic</u></td> <td><u>Café</u> OR</td> </tr> <tr> <td><input checked="" type="checkbox"/> Chairs</td> <td><input checked="" type="checkbox"/> Microphone</td> <td><u>Culinary Arts</u></td> </tr> <tr> <td><input checked="" type="checkbox"/> Tables</td> <td><input checked="" type="checkbox"/> Ovrhd. Proj.</td> <td>____ Drinks</td> </tr> <tr> <td><input type="checkbox"/> Chalkboard</td> <td><input type="checkbox"/> Video Camera</td> <td><input checked="" type="checkbox"/> Breakfast</td> </tr> <tr> <td><input type="checkbox"/> Lectern</td> <td><input type="checkbox"/> Video Recorder</td> <td>____ Luncheon</td> </tr> <tr> <td><input checked="" type="checkbox"/> Coat Racks</td> <td><input type="checkbox"/> Internet Access</td> <td>____ Dinner</td> </tr> </table>		<u>Room Setup</u>	<u>Electronic</u>	<u>Café</u> OR	<input checked="" type="checkbox"/> Chairs	<input checked="" type="checkbox"/> Microphone	<u>Culinary Arts</u>	<input checked="" type="checkbox"/> Tables	<input checked="" type="checkbox"/> Ovrhd. Proj.	____ Drinks	<input type="checkbox"/> Chalkboard	<input type="checkbox"/> Video Camera	<input checked="" type="checkbox"/> Breakfast	<input type="checkbox"/> Lectern	<input type="checkbox"/> Video Recorder	____ Luncheon	<input checked="" type="checkbox"/> Coat Racks	<input type="checkbox"/> Internet Access	____ Dinner	If specific hookup/utility needs are required see attached: (check one) <u>Yes</u> or <input checked="" type="checkbox"/> <u>No</u>		
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For specific room setup, see attached design: (check one)		Estimated time of arrival at Pioneer for setup/delivery: _____																				
<input type="checkbox"/> <u>Yes</u> or <input type="checkbox"/> <u>No</u>		Other/Specify: _____																				
		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.			<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>Karrie Davisson</i></p> <p>Signature (person in charge of activity)</p> <p>Date: _____</p>
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	<u>9/12/23</u>	<u>KDC</u>	
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

Thank you for selecting Pioneer for your event!