

# Building Utilization Request



**Pioneer Career and Technology**  
**ATTN: Director of Business**  
**27 Ryan Road, Shelby,**

**Part I - To be completed by organization requesting building utilization**

<p>Date(s) <u>10/17, 10/18, 10/19</u></p> <p>Activity: Day(s) <u>3</u></p> <p>Event Time(s) <u>2:30PM - 3PM</u></p>	<p>Setup Time</p> <p style="text-align: center;"><u>0</u></p>	<p>Tear Down Time</p> <p style="text-align: center;"><u>0</u></p>	<p>Date Request Submitted</p> <p style="text-align: center;"><u>October 5, 2011</u></p> <p>Room(s) / Area Required</p> <p style="text-align: center;"><u>W139</u></p>																					
<p>Name of Organization and Event Being Held</p> <p><b>Technology Department Training on BenQ Interactive Displays</b></p>		<p>Number of Persons Attending Meeting</p> <p style="text-align: center;"><b>25</b></p>																						
<p>Address</p>		<p>Services to be provided by outside person(s)/venue (i.e. caterer, photographer, etc.)</p>																						
<p>Contact Person: <u>Luke Brenneman</u></p> <p>Phone Numbers: Home: _____</p> <p>Work: <u>42992</u> Cell: _____</p>		<p>Business Name: _____</p> <p>Contact Person: _____</p> <p>Phone Number: _____</p> <p>Address: _____</p>																						
<p>PCTC Requested Services: (Identify No. Needed)</p> <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><u>Chairs</u></td> <td><u>Microphone</u></td> <td><u>Culinary Arts</u></td> </tr> <tr> <td><u>Tables</u></td> <td><u>Ovrhd. Proj.</u></td> <td><u>Drinks</u></td> </tr> <tr> <td><u>Chalkboard</u></td> <td><u>Video Camera</u></td> <td><u>Snacks</u></td> </tr> <tr> <td><u>Lectern</u></td> <td><u>Video Recorder</u></td> <td><u>Breakfast</u></td> </tr> <tr> <td><u>Coat Racks</u></td> <td><u>Internet Access</u></td> <td><u>Luncheon</u></td> </tr> <tr> <td></td> <td></td> <td><u>Dinner</u></td> </tr> </table> <p>For specific room setup, see attached design: (check one)</p> <p><u>Yes</u> or <u>No</u></p>		<u>Room Setup</u>	<u>Electronic</u>	<u>Café</u> OR	<u>Chairs</u>	<u>Microphone</u>	<u>Culinary Arts</u>	<u>Tables</u>	<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>	<p>If specific hookup/utility needs are required see attached (check one) <u>Yes</u> or <u>No</u></p> <p>Estimated time of arrival at Pioneer for setup/deliveries: _____</p> <p>Other/Specify: _____</p> <p>Date of contact with Cafeteria/Culinary Arts Services used for this event: _____</p>	
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**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**

**Responsibility Notice**

It is understood that our organization assumes full responsibility for any damage to the building or equipment.

A Security Deposit in the amount of \$ \_\_\_\_\_ is required to confirm scheduling. This will be final invoice upon satisfactory completion of event.

**Any and all information on this form may be made available with the public through our publicly accessible calendar.**

Action Taken	Date	By
Approved and Booked	<u>10/6/23</u>	<u>[Signature]</u>
Billed for Services		
Referred to Board		

\_\_\_\_\_  
 Signature (person in charge of activity)

Date: \_\_\_\_\_

**Thank you for selecting Pioneer for your building utilization request.**