

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) 18-Dec-23	Setup Time	Tear Down Time	Date Request Submitted																					
Activity: Day(s) Monday			November 29, 2023																					
Event Time(s) 6pm to 8pm	1:00 PM	8pm	Room(s) / Area Requested:																					
Name of Organization and Event Being Held Board of Education Meeting and Holiday Dinner	Number of Persons Attending Meeting 26		Pioneer Room																					
Address	Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)																							
Contact Person: Becki Kimmel / Mindy Owen	Business Name: _____																							
Phone Numbers: Home: _____	Contact Person: _____																							
Work: ext. 42101 Cell: _____	Phone Number: _____																							
	Address: _____																							
PCTC Requested Services: (Identify No. Needed)	If specific hookup/utility needs are required see attached: (check one) Yes or No																							
<table style="width:100%; border:none;"> <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 type="checkbox"/> Microphone</td> <td><input checked="" 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 type="checkbox"/> Lectern</td> <td><input type="checkbox"/> Video Recorder</td> <td><input type="checkbox"/> Breakfast</td> </tr> <tr> <td><input checked="" type="checkbox"/> Coat Racks</td> <td><input type="checkbox"/> Internet Access</td> <td><input checked="" type="checkbox"/> Luncheon</td> </tr> <tr> <td></td> <td></td> <td><input checked="" 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 checked="" 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 type="checkbox"/> Lectern	<input type="checkbox"/> Video Recorder	<input type="checkbox"/> Breakfast	<input checked="" type="checkbox"/> Coat Racks	<input type="checkbox"/> Internet Access	<input checked="" type="checkbox"/> Luncheon			<input checked="" type="checkbox"/> Dinner	Estimated time of arrival at Pioneer for setup/delivery: _____		
<u>Room Setup</u>	<u>Electronic</u>	<u>Café</u> OR																						
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For specific room setup, see attached design: (check one)	Other/Specify: _____																							
<input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No	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	11/29/23	[Signature]
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.

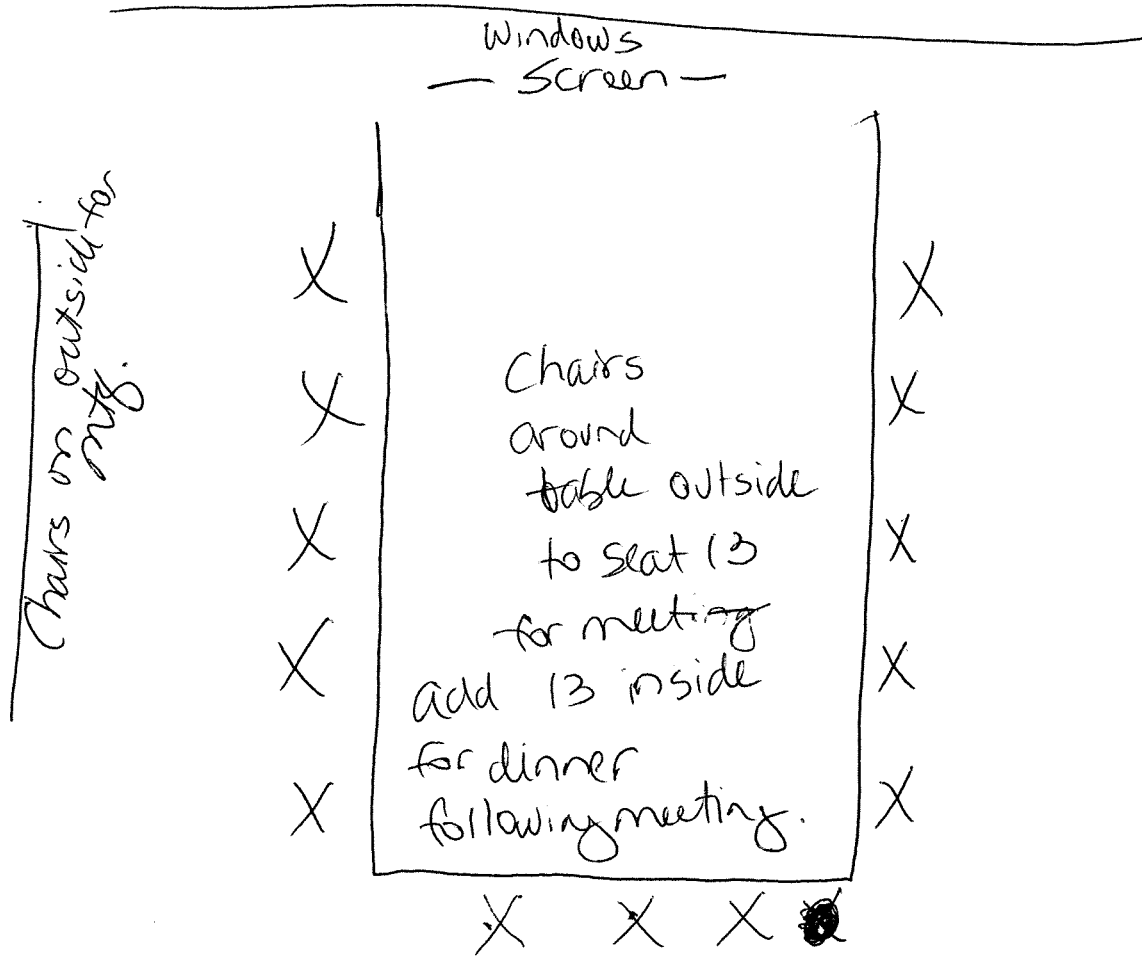
Any and all information on this form may be shared with the public through our publicly accessed calendar.

Becki Kimmel
Signature (person in charge of activity)

Date: 11/29/2023

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!



13 — for meeting
 need total of 26 — for dinner