

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) <u>Sept 4th - Oct 26th</u> Activity: Day(s) <u>Wed + Sat</u> Event Time(s) <u>5-7 + 9am-11am</u>	Setup Time	Tear Down Time	Date Request Submitted <u>9.4.24</u>																					
Name of Organization and Event Being Held <u>Shelby YMCA - flag football</u>		Number of Persons Attending Meeting <u>front field</u>																						
Address <u>111 W. Smiley Ave</u>		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)																						
Contact Person: <u>Michelle Irey</u>		Business Name: _____																						
Phone Numbers: Home: _____		Contact Person: _____																						
Work: <u>419 347-1312</u> Cell: <u>419 412-6295</u> <u>EXT. 561</u>		Phone Number: _____																						
PCTC Requested Services: (Identify No. Needed)		Address: _____																						
<table style="width:100%; border: none;"> <tr> <td style="border: none;"><u>Room Setup</u></td> <td style="border: none;"><u>Electronic</u></td> <td style="border: none;"><u>Café</u> OR</td> </tr> <tr> <td style="border: none;"><u>Chairs</u></td> <td style="border: none;"><u>Microphone</u></td> <td style="border: none;"><u>Culinary Arts</u></td> </tr> <tr> <td style="border: none;"><u>Tables</u></td> <td style="border: none;"><u>Ovrhd. Proj.</u></td> <td style="border: none;"><u>Drinks</u></td> </tr> <tr> <td style="border: none;"><u>Chalkboard</u></td> <td style="border: none;"><u>Video Camera</u></td> <td style="border: none;"><u>Snacks</u></td> </tr> <tr> <td style="border: none;"><u>Lectern</u></td> <td style="border: none;"><u>Video Recorder</u></td> <td style="border: none;"><u>Breakfast</u></td> </tr> <tr> <td style="border: none;"><u>Coat Racks</u></td> <td style="border: none;"><u>Internet Access</u></td> <td style="border: none;"><u>Luncheon</u></td> </tr> <tr> <td style="border: none;"><u>Dinner</u></td> <td></td> <td></td> </tr> </table>		<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>			If specific hookup/utility needs are required see attached: (check one) <u>Yes</u> or <u>No</u>	
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For specific room setup, see attached design: (check one) <u>Yes</u> or <u>No</u>		Estimated time of arrival at Pioneer for setup/delivery: _____ Other/Specify: _____ _____																						
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	<u>9/3/24</u>	<u>l/k</u>
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.

Michelle Irey
Signature (person in charge of activity)

Date: 9.4.24

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!