

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>1-Oct-24</u> <u>2 Oct 24</u>	Setup Time	Tear Down Time	Date Request Submitted September 19, 2024
Activity: Day(s) <u>Tuesday</u> <u>Wednesday</u>			Room(s) / Area Requested: DLTC
Event Time(s) 9a-2p			
Name of Organization HOSA	Number of Persons Attending Meeting 200		
Address	Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)		
Contact Person: _____	Business Name: _____		
Phone Numbers: Home: _____	Contact Person: _____		
Work: _____ Cell: _____	Phone Number: _____		
	Address: _____		
PCTC Requested Services: (Identify No. Needed)	If specific hookup/utility needs are required see attached: (check one) <u>Yes</u> or <u>No</u>		
<u>Room Setup</u> <u>Electronic</u> <u>Café or Culinary Arts</u>			
___ Chairs ___ Microphone (circle one)			
___ Tables ___ Ovrhd. Proj. ___ Drinks			
___ Chalkboard ___ Video Camera ___ Snacks			
___ Lectern ___ Video Recorder ___ Luncheon			
___ Coat Racks ___ Internet Access ___ Dinner			
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

Responsibility Notice

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

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.

Action Taken	Date	By
Approved and Booked	<u>9/20/24</u>	<u>[Signature]</u>
Billed for Services		
Referred to Board		

Michael J. Millward

Signature (person in charge of activity)

Date: 14-Sep-22

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!