

**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>11/12/2024</u>		Setup Time	Tear Down Time	Date Request Submitted																					
Activity: Day(s) <u>Tuesday</u>				<u>October 8, 2024</u>																					
Event Time(s) <u>8-3</u>		<u>7:45</u>	<u>15:00</u>	Room(s) / Area Requested:																					
Name of Organization and Event Being Held <u>HOSA Testing</u>		Number of Persons Attending Meeting <u>30</u> <del>20</del>		<del>C114</del> <u>Comm. Room</u>																					
Address		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)																							
Contact Person: <u>Karrie Davisson</u>		Business Name: _____																							
Phone Numbers: Home: _____		Contact Person: _____																							
Work: _____ 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 type="checkbox"/> Microphone</td> <td><input 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 type="checkbox"/> Coat Racks</td> <td><input type="checkbox"/> Internet Access</td> <td><input type="checkbox"/> Luncheon</td> </tr> <tr> <td></td> <td></td> <td><input 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 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 type="checkbox"/> Coat Racks	<input type="checkbox"/> Internet Access	<input type="checkbox"/> Luncheon			<input type="checkbox"/> Dinner	If specific hookup/utility needs are required see attached: (check one) <input type="checkbox"/> Yes or <input type="checkbox"/> No Estimated time of arrival at Pioneer for setup/delivery: _____ Other/Specify: <u>tables/chairs for 30 in rows please</u>		
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For specific room setup, see attached design: (check one) <input 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**

<b>Estimate Calculation of Fees: Attach any pertinent papers.</b>			<b>Responsibility Notice</b>	
Rental .....	_____		It is understood that our organization assumes full responsibility for any damage to the building and equipment.	
Custodial Services .....	_____		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.	
Food Services .....	_____		Any and all information on this form may be shared with the public through our publicly accessed calendar.	
Other .....	_____		<u>Karrie Davisson</u> Signature (person in charge of activity)	
<b>Total Fee Estimate</b>	_____		Date: <u>10/18/24</u>	
<b>Note:</b> Final invoice billing based upon actual costs following the event/activity. Upon receipt of invoice, please make check payable to: <b>Pioneer CTC</b>				
<b>Action Taken</b>	<b>Date</b>	<b>By</b>		
Approved and Booked	<u>10/18/24</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!**