

# 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) <b>12/16/2024</b>		Setup Time	Tear Down Time	Date Request Submitted																								
Activity: Day(s) <b>Monday</b>		<b>9 &amp; 12:20</b>	<b>10 &amp; 1:30</b>	<b>October 23, 2024</b>																								
Event Time(s) <b>9:10-10:10 and 12:30/1:30</b>				Room(s) / Area Requested: <b>Cafeteria</b>																								
Name of Organization and Event Being Held <b>Breakfast and Lunch with Santa event</b>		Number of Persons Attending Meeting <b>approx. 40</b>																										
Address <b>27 Ryan Rd</b>		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)																										
Contact Person: <b>Lexi Dye</b>		Business Name: _____																										
Phone Numbers: Home: _____		Contact Person: _____																										
Work: <b>ext 42600</b> Cell: _____		Phone Number: _____																										
PTCC Requested Services: (Identify No. Needed)		Address: _____																										
<table border="0"> <tr> <td><u>Room Setup</u></td> <td><u>Electronic</u></td> <td><input checked="" type="checkbox"/> <u>Café</u> OR</td> <td><input type="checkbox"/> <u>Culinary Arts</u></td> </tr> <tr> <td><input checked="" type="checkbox"/> Chairs</td> <td>_____ Microphone</td> <td>_____ Drinks</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Tables</td> <td>_____ Ovrhd. Proj.</td> <td>_____ Snacks</td> <td></td> </tr> <tr> <td>_____ Chalkboard</td> <td>_____ Video Camera</td> <td>_____ Breakfast</td> <td></td> </tr> <tr> <td>_____ Lectern</td> <td>_____ Video Recorder</td> <td>_____ Luncheon</td> <td></td> </tr> <tr> <td>_____ Coat Racks</td> <td>_____ Internet Access</td> <td>_____ Dinner</td> <td></td> </tr> </table>		<u>Room Setup</u>	<u>Electronic</u>	<input checked="" type="checkbox"/> <u>Café</u> OR	<input type="checkbox"/> <u>Culinary Arts</u>	<input checked="" type="checkbox"/> Chairs	_____ Microphone	_____ Drinks		<input checked="" type="checkbox"/> Tables	_____ Ovrhd. Proj.	_____ Snacks		_____ Chalkboard	_____ Video Camera	_____ Breakfast		_____ Lectern	_____ Video Recorder	_____ Luncheon		_____ Coat Racks	_____ Internet Access	_____ Dinner		If specific hookup/utility needs are required see attached: (check one) <input type="checkbox"/> <b>Yes</b> or <input type="checkbox"/> <b>No</b> Estimated time of arrival at Pioneer for setup/delivery: _____ Other/Specify: _____ _____ _____		
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For specific room setup, see attached design: (check one)		Date of contact with Cafeteria/Culinary Arts Services if used for this event: _____																										
<input checked="" type="checkbox"/> <b>Yes</b> or <input type="checkbox"/> <b>No</b>																												

## 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	<i>10/23/24</i>	<i>lk lk</i>
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.**

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

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

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!**

Please set up enough chairs and tables for 35 to sit facing the pine tree wall. Thanks.

