

Building Utilization Request



Pioneer Career and Technology Centre

ATTN: Director of Business Affairs
27 Ryan Road, Shelby, OH 4487

Part I - To be completed by organization requesting building utilization

Date(s) <u>11/12/2024</u> Activity: Day(s) <u>1</u> Event Time(s) <u>11:45 - 2:30</u>	Setup Time 11:45	Tear Down Time 2:30	Date Request Submitted October 24, 2024 Room(s) / Area Requested: DLTC																					
Name of Organization and Event Being Held OSU- Mansfield College Application Support		Number of Persons Attending Meeting 40																						
Address 27 Ryan Rd. Shelby, Ohio		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)																						
Contact Person: <u>Morgan Schumacher</u> Phone Numbers: Home: _____ Work: <u>419 347-7744</u> Cell: _____		Business Name: _____ Contact Person: _____ Phone Number: _____ Address: _____																						
PCTC Requested Services: (Identify No. Needed) <table style="width:100%; border:none;"> <tr> <td><input type="checkbox"/> <u>Room Setup</u></td> <td><input type="checkbox"/> <u>Electronic</u></td> <td><input type="checkbox"/> <u>Café</u> OR</td> </tr> <tr> <td><input type="checkbox"/> <u>Chairs</u></td> <td><input type="checkbox"/> <u>Microphone</u></td> <td><input type="checkbox"/> <u>Culinary Arts</u></td> </tr> <tr> <td><input type="checkbox"/> <u>Tables</u></td> <td><input type="checkbox"/> <u>Ovrhd. Proj.</u></td> <td><input type="checkbox"/> <u>Drinks</u></td> </tr> <tr> <td><input type="checkbox"/> <u>Chalkboard</u></td> <td><input type="checkbox"/> <u>Video Camera</u></td> <td><input type="checkbox"/> <u>Snacks</u></td> </tr> <tr> <td><input type="checkbox"/> <u>Lectern</u></td> <td><input type="checkbox"/> <u>Video Recorder</u></td> <td><input type="checkbox"/> <u>Breakfast</u></td> </tr> <tr> <td><input type="checkbox"/> <u>Coat Racks</u></td> <td><input checked="" type="checkbox"/> <u>Internet Access</u></td> <td><input type="checkbox"/> <u>Luncheon</u></td> </tr> <tr> <td></td> <td></td> <td><input type="checkbox"/> <u>Dinner</u></td> </tr> </table> For specific room setup, see attached design: (check one) <input type="checkbox"/> Yes or <input type="checkbox"/> No		<input type="checkbox"/> <u>Room Setup</u>	<input type="checkbox"/> <u>Electronic</u>	<input type="checkbox"/> <u>Café</u> OR	<input type="checkbox"/> <u>Chairs</u>	<input type="checkbox"/> <u>Microphone</u>	<input type="checkbox"/> <u>Culinary Arts</u>	<input type="checkbox"/> <u>Tables</u>	<input type="checkbox"/> <u>Ovrhd. Proj.</u>	<input type="checkbox"/> <u>Drinks</u>	<input type="checkbox"/> <u>Chalkboard</u>	<input type="checkbox"/> <u>Video Camera</u>	<input type="checkbox"/> <u>Snacks</u>	<input type="checkbox"/> <u>Lectern</u>	<input type="checkbox"/> <u>Video Recorder</u>	<input type="checkbox"/> <u>Breakfast</u>	<input type="checkbox"/> <u>Coat Racks</u>	<input checked="" type="checkbox"/> <u>Internet Access</u>	<input type="checkbox"/> <u>Luncheon</u>			<input type="checkbox"/> <u>Dinner</u>	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: _____ Date of contact with Cafeteria/Culinary Arts Services if used for this event: _____	
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Part II - To be completed by PCTC Personnel **Responsibility Notice**

Estimate Calculation of Fees: Attach any pertinent papers. Rental Custodial Services Food Services Other <p style="text-align:right;">Total Fee Estimate _____</p> Note: Final invoice billing based upon actual costs following the event/activity. Upon receipt of invoice, please make check payable to: <p style="text-align:center;">Pioneer CTC</p>	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. <p style="text-align:right;">Morgan Schumacher</p> Signature (person in charge of activity) Date: <u>10/25/2024</u>												
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:40%;">Action Taken</th> <th style="width:20%;">Date</th> <th style="width:40%;">By</th> </tr> </thead> <tbody> <tr> <td>Approved and Booked</td> <td><u>10/28/24</u></td> <td><u>[Signature]</u></td> </tr> <tr> <td>Billed for Services</td> <td></td> <td></td> </tr> <tr> <td>Referred to Board</td> <td></td> <td></td> </tr> </tbody> </table>	Action Taken	Date	By	Approved and Booked	<u>10/28/24</u>	<u>[Signature]</u>	Billed for Services			Referred to Board			<p style="text-align:center;">Thank you for selecting Pioneer for your event!</p>
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It is the policy of Pioneer Career & Technology Center to use these funds for the direct use, improvement, and maintenance