

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) 11/8/2024 Activity: Day(s) Thursday Event Time(s) 8 a.m. - 2:30 p.m.	Setup Time	Tear Down Time	Date Request Submitted October 25, 2024
Name of Organization Student Services College Credit Plus meeting		Number of Persons Attending Meeting 50	
Address PCTC		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)	
Contact Person: Crystal Escalera		Business Name: _____	
Phone Numbers: Home: 567 224-0700		Contact Person: _____	
Work: 419 347-7744 Cell: _____		Phone Number: _____	
PCTC Requested Services: (Identify No. Needed)		Address: _____	
Room Setup	Electronic	If specific hookup/utility needs are required see attached: (check one) <u> </u> Yes or <u> X </u> No	
50 Chairs	1 Microphone	Estimated time of arrival at Pioneer for setup/delivery: _____	
Tables	Ovrhd. Proj.	Other/Specify: _____	
Chalkboard	Video Camera	_____	
Lectern	Video Recorder	_____	
Coat Racks	Internet Access	Date of contact with Cafeteria/Culinary Arts Services if used for this event: _____	
For specific room setup, see attached design: (check one)			
<u> </u> Yes or <u> X </u> No			

Part II - To be completed by PCTC Personnel

Estimate Calculation of Fees: Attach any pertinent papers. Rental Custodial Services Food Services Other <p style="text-align: center;">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> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:30%;">Action Taken</th> <th style="width:30%;">Date</th> <th style="width:40%;">By</th> </tr> </thead> <tbody> <tr> <td>Approved and Booked</td> <td><i>10/28/24</i></td> <td><i>[Signature]</i></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	<i>10/28/24</i>	<i>[Signature]</i>	Billed for Services			Referred to Board			<h3 style="text-align: center;">Responsibility Notice</h3> <p>It is understood that our organization assumes full responsibility for any damage to the building and equipment.</p> <p>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.</p> <p style="text-align: center;">_____ Signature (person in charge of activity)</p> <p>Date: Crystal Escalera 10-25-24</p> <p style="text-align: center;">Thank you for selecting Pioneer for your event!</p>
Action Taken	Date	By											
Approved and Booked	<i>10/28/24</i>	<i>[Signature]</i>											
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 of the building utilization areas of the school.