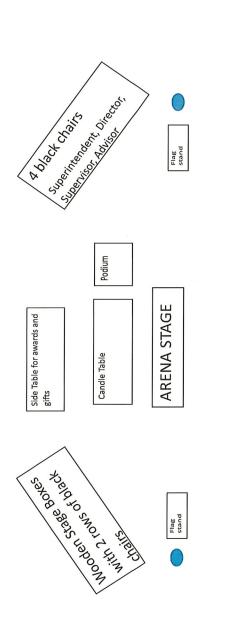
## Request

Ever Ju			ven	pone	11/12/24/20		
Piomoon			Pi	Pioneer Career and Technology Center ATTN: Director of Business Affairs			
Request  CAREER TECHNOLOGY CEVITER ATTN: Director of Business Affairs 27 Ryan Road, Shelby, OH 44875							
Part I - To be completed by organization requesting building utilization							
Date(s) 3/17 (practice) to 3/18			Set	et Up Time   Tear Down Time		Date Request Submitted	
Activity: Day(s) Monday to Tuesday						September 11, 2023	
Event Time(s) 6:00 PM			8an	n - 2 pm	3/18/25 PM	Room(s) / Area Requested:	
Name of Organization and Event Being Held				Number o		Arena	
NTHS Induction ceremony and practice				Attending Meeting 50-60			
A 11				Services to be provided by outside person(s)/vendors			
Address Pioneer				(i.e. caterer, photographer, etc.)			
Contact Person: Vickie Hunt				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 Yes or No			
<u>Café</u> OR <u>Room Setup</u> <u>Electronic</u> <u>Culinary Arts</u>				Estimated time of arrival at Pioneer for setup/delivery:			
Chairs x Microphone Drinks				1			
				Other/Specify:			
Chalkboard Video Camera Breakfast				Diagram attached- Risers on stage			
x Lectern Video Recorder Luncheon							
Coat Racks Internet Access Dinner							
For specific room setup, see attached design: (check one)				Date of contact with Cafeteria/Culinary Arts Services			
Yes or X No				if used for this event:			
Part II - To be completed by PCTC Personnel				Responsibility Notice			
Estimate Calculation of Fees: Attach any pertinent papers				responsibility for any damage to the building and			
Rental							
Custodial Services 0.00				equipme	ent.		
Food Services 0.00				A Security Deposit in the amount of \$is required to confirm scheduling. This will be			
Other							
Total Fee Estimate \$0.00			.00	applied to final invoice upon satisfactory complete of event/activity.			
Note: Final invoice billing based upon actual costs following the event/activity.				of eventractivity.			
Upon receipt of invoice, please make check payable to:  Pioneer CTC				Any and all information on this form may be shared with the public through our publicly accessed calendar.			
Action Taken	Date	Ву					
Approved and Booked	11/8/24	Jan 10		Volunt			
Billed for Services				Signature (person in charge of activity)			
Referred to Board				Date: 11-6-24			

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!



75 chairs (curved rows)

Refreshment Refreshment Table