

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

<p>Date(s) <u>12/7/24</u></p> <p>Activity: Day(s) <u>Saturday</u></p> <p>Event Time(s) <u>11AM-4PM</u></p>	<p>Setup Time <u>11AM-</u> <u>1PM</u></p>	<p>Tear Down Time <u>3PM-4PM</u></p>	<p>Date Request Submitted <u>Wed, 13 Nov24</u></p>																								
<p>Name of Organization and Event Being Held <u>Private Baby Shower</u></p>		<p>Number of Persons Attending Meeting <u>30</u></p>	<p>Room(s) / Area Requested: <u>Community Room</u></p>																								
<p>Address:</p>		<p>Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)</p>																									
<p>Contact Person: _____</p> <p>Phone Numbers: Home: <u>N/A</u></p>		<p>Business Name: <u>N/A</u></p> <p>Contact Person: _____</p> <p>Phone Number: _____</p> <p>Address: _____</p>																									
<p>PCTC Requested Services: (Identify No. Needed)</p> <p style="text-align: right;">Café OR Culinary Arts</p> <table style="width:100%; border: none;"> <tr> <td style="width:25%;"><u>X</u> Room Setup</td> <td style="width:25%;"><u> </u> Electronic</td> <td style="width:25%;"><u> </u> Café</td> <td style="width:25%;"><u> </u> OR Culinary Arts</td> </tr> <tr> <td><u>X</u> Chairs <u>32</u></td> <td><u> </u> Microphone</td> <td><u> </u> Drinks</td> <td></td> </tr> <tr> <td><u>X</u> Tables <u>16</u></td> <td><u> </u> Ovrhd. Proj.</td> <td><u> </u> Snacks</td> <td></td> </tr> <tr> <td><u> </u> Chalkboard</td> <td><u> </u> Video Camera</td> <td><u> </u> Breakfast</td> <td></td> </tr> <tr> <td><u> </u> Lectern</td> <td><u> </u> Video Recorder</td> <td><u> </u> Luncheon</td> <td></td> </tr> <tr> <td><u>X</u> Coat Racks <u>1</u></td> <td><u> </u> Internet Access</td> <td><u> </u> Dinner</td> <td></td> </tr> </table> <p>For specific room setup, see attached design: (check one)</p> <p><u> </u> Yes or <u>X</u> No</p>		<u>X</u> Room Setup	<u> </u> Electronic	<u> </u> Café	<u> </u> OR Culinary Arts	<u>X</u> Chairs <u>32</u>	<u> </u> Microphone	<u> </u> Drinks		<u>X</u> Tables <u>16</u>	<u> </u> Ovrhd. Proj.	<u> </u> Snacks		<u> </u> Chalkboard	<u> </u> Video Camera	<u> </u> Breakfast		<u> </u> Lectern	<u> </u> Video Recorder	<u> </u> Luncheon		<u>X</u> Coat Racks <u>1</u>	<u> </u> Internet Access	<u> </u> Dinner		<p>If specific hookup/utility needs are required see attached: (check one) <u> </u> Yes or <u>X</u> No</p> <p>Estimated time of arrival at Pioneer for setup/delivery: _____</p> <p>Other/Specify: _____</p> <p>Date of contact with Cafeteria/Culinary Arts Services if used for this event: _____</p>	
<u>X</u> Room Setup	<u> </u> Electronic	<u> </u> Café	<u> </u> OR Culinary Arts																								
<u>X</u> Chairs <u>32</u>	<u> </u> Microphone	<u> </u> Drinks																									
<u>X</u> Tables <u>16</u>	<u> </u> Ovrhd. Proj.	<u> </u> Snacks																									
<u> </u> Chalkboard	<u> </u> Video Camera	<u> </u> Breakfast																									
<u> </u> Lectern	<u> </u> Video Recorder	<u> </u> Luncheon																									
<u>X</u> Coat Racks <u>1</u>	<u> </u> Internet Access	<u> </u> Dinner																									

Part II - To be completed by PCTC Personnel **Responsibility Notice**

<p>Estimate Calculation of Fees: Attach any pertinent papers.</p> <p>Rental</p> <p>Custodial Services</p> <p>Food Services</p> <p>Other</p> <p style="text-align: center;">Total Fee Estimate</p> <p>Note: Final invoice billing based upon actual costs following the event/activity.</p> <p>Upon receipt of invoice, please make check payable to: Pioneer CTC</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Action Taken</th> <th>Date</th> <th>By</th> </tr> </thead> <tbody> <tr> <td>Approved and Booked</td> <td><u>11/25/24</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>11/25/24</u>	<u>[Signature]</u>	Billed for Services			Referred to Board			<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>Any and all information on this form may be shared with the public through our publicly accessed calendar.</p> <p style="text-align: right;">Signature (person in charge of activity) _____</p> <p>Date: <u>11/13/24</u></p>
Action Taken	Date	By											
Approved and Booked	<u>11/25/24</u>	<u>[Signature]</u>											
Billed for Services													
Referred to Board													