

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) 12/30/2024 - 1/02/2025	Setup Time	Tear Down Time	Date Request Submitted
Activity: Day(s) Monday & Thursday			December 18, 2024
Event Time(s) 5:00- 9:00pm	n/a	n/a	Room(s) / Area Requested:
Name of Organization and Event Being Held Adult Ed Welding class Make - Up days	Number of Persons Attending Meeting 20	Welding classroom & Lab	
Address 27 Ryan Road Shelby OH 44875	Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)		
Contact Person: D. Paullin/J. White	Business Name: _____		
Phone Numbers: Home: _____	Contact Person: _____		
Work: 419 342-1100 Cell: _____	Phone Number: _____		
PCTC Requested Services: (Identify No. Needed)	Address: _____		
Room Setup <u>Electronic</u> <u>Café</u> OR <u>Culinary Arts</u>	If specific hookup/utility needs are required see attached: (check one) <u>Yes</u> or <u>No</u>		
<input checked="" type="checkbox"/> Chairs <u>Microphone</u> <u>Drinks</u>	Estimated time of arrival at Pioneer for setup/delivery: _____		
<input checked="" type="checkbox"/> Tables <u>Ovrhd. Proj.</u> <u>Snacks</u>	Other/Specify: _____		
<u>Chalkboard</u> <u>Video Camera</u> <u>Breakfast</u>	_____		
<u>Lectern</u> <u>Video Recorder</u> <u>Luncheon</u>	_____		
<u>Coat Racks</u> <u>Internet Access</u> <u>Dinner</u>	_____		
For specific room setup, see attached design: (check one) <u>Yes</u> or <u>No</u>	Date of contact with Cafeteria/Culinary Arts Services if used for this event: _____		

Part II - To be completed by PCTC Personnel

<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>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"> <thead> <tr> <th>Action Taken</th> <th>Date</th> <th>By</th> </tr> </thead> <tbody> <tr> <td>Approved and Booked</td> <td>12/19/24</td> <td>fn/K</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	12/19/24	fn/K	Billed for Services			Referred to Board			<p align="center">Responsibility Notice</p> <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 align="center"></p> <p align="center">Signature (person in charge of activity)</p> <p>Date: <u>12/19/24</u></p>
Action Taken	Date	By											
Approved and Booked	12/19/24	fn/K											
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.

Thank you for selecting Pioneer for your event!