

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) <u>05/12 - 05/15</u> <u>05/16</u> <u>05/17</u>		Setup Time	Tear Down Time	Date Request Submitted <u>12-16-2024</u>
Activity: Day(s) <u>Mon - Thurs</u> <u>Fri</u> <u>Sat</u>				Room(s) / Area Requested: <u>3 classrooms</u> <u>Lounge</u> <u>ARENA</u>
Event Time(s) <u>3-9pm</u> <u>Show 6-8pm</u> <u>Show 2pm</u>				
Name of Organization and Event Being Held <u>The Melody Within</u>		Number of Persons Attending Meeting <u>300</u>		
Address <u>66 W. Main St.</u>		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)		
Contact Person: <u>Kayla Rank</u>		Business Name: _____		
Phone Numbers: Home: _____		Contact Person: _____		
Work: <u>419 571-7565</u> Cell: _____		Phone Number: _____		
PCTC Requested Services: (Identify No. Needed)		Address: _____		
☐ Room Setup ☒ Chairs ☐ 2 Tables ☐ Chalkboard ☐ Lectern ☐ Coat Racks		☐ Café OR ☐ Culinary Arts ☐ Microphone ☐ Drinks ☐ Ovrhd. Proj. ☐ Snacks ☐ Video Camera ☐ Breakfast ☐ Video Recorder ☐ Luncheon ☐ Internet Access ☐ Dinner		
For specific room setup, see attached design: (check one) ☐ Yes or ☐ No		If specific hookup/utility needs are required see attached: (check one) ☐ Yes or ☐ 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: _____		

Part II - To be completed by PCTC Personnel

Estimate Calculation of Fees: Attach any pertinent papers.		
Rental	_____	
Custodial Services	_____	
Food Services	_____	
Other	_____	
Total Fee Estimate _____		
Note: Final invoice billing based upon actual costs following the event/activity.		
Upon receipt of invoice, please make check payable to: Pioneer CTC		
Action Taken	Date	By
Approved and Booked	<u>1/14/25</u>	<u>KRK</u>
Billed for Services		
Referred to Board		

Responsibility Notice

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.

Kayla Rank
Signature (person in charge of activity)

Date: 12-16-2024

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!

Revised 07/15