

# 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) <b>Nov. 3, 2016</b>	Setup Time	Tear Down Time	Date Request Submitted																		
Activity: Day(s) <b>Thursday</b>	<b>9:00</b>	<b>12:30</b>	<b>October 6, 2016</b>																		
Event Time(s)			Room(s) / Area Requested: <b>Becky Nichols laundry room/outside the cafeteria</b>																		
Name of Organization and Event Being Held <b>Jostens Last Call Senior Ordering</b>		Number of Persons Attending Meeting <b>seniors</b>																			
Address		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)																			
Contact Person: _____		Business Name: _____																			
Phone Numbers: Home: _____		Contact Person: _____																			
Work: _____ Cell: _____		Phone Number: _____																			
PCTC Requested Services: (Identify No. Needed)		Address: _____																			
<table border="0"> <tr> <td>Room Setup</td> <td>Electronic</td> <td>Café OR Culinary Arts</td> </tr> <tr> <td><u>2</u> Chairs</td> <td><u>      </u> Microphone</td> <td><u>      </u> Drinks</td> </tr> <tr> <td><u>3</u> Tables</td> <td><u>      </u> Ovrhd. Proj.</td> <td><u>      </u> Snacks</td> </tr> <tr> <td><u>      </u> Chalkboard</td> <td><u>      </u> Video Camera</td> <td><u>      </u> Breakfast</td> </tr> <tr> <td><u>      </u> Lectern</td> <td><u>      </u> Video Recorder</td> <td><u>      </u> Luncheon</td> </tr> <tr> <td><u>      </u> Coat Racks</td> <td><u>      </u> Internet Access</td> <td><u>      </u> Dinner</td> </tr> </table>		Room Setup	Electronic	Café OR Culinary Arts	<u>2</u> Chairs	<u>      </u> Microphone	<u>      </u> Drinks	<u>3</u> Tables	<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>      </u> Coat Racks	<u>      </u> Internet Access	<u>      </u> Dinner	If specific hookup/utility needs are required see attached: (check one) <u>      </u> <b>Yes</b> or <u>      </u> <b>No</b> Estimated time of arrival at Pioneer for setup/delivery: _____ Other/Specify: <u>please have one 8 ft. table outside Becky's room in the hallway and 2 8 ft. tables inside her laundry area with 2 chairs</u>	
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For specific room setup, see attached design: (check one) <u>      </u> <b>Yes</b> or <u>      </u> <b>No</b>		Date of contact with Cafeteria/Culinary Arts Services if used for this event: _____																			

### Part II - To be completed by PCTC Personnel

### Responsibility Notice

Estimate Calculation of Fees: Attach any pertinent papers. Rental ..... Custodial Services ..... Food Services ..... Other ..... <b>Total Fee Estimate</b> ..... <b>Note:</b> Final invoice billing based upon actual costs following the event/activity. Upon receipt of invoice, please make check payable to: <b>Pioneer CTC</b>			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
Action Taken	Date	By	 Signature (person in charge of activity) Date: _____
Approved and Booked	10/7/2014	WLB	
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!

Revised 07/15