

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>14-Jun-18</u>		Setup Time	Tear Down Time	Date Request Submitted <u>Revision 6-4-18</u> May 14, 2018																					
Activity: Day(s) <u>Thursday</u>																									
Event Time(s) <u>8 am - 3 pm</u>		<u>7:30 AM</u>	<u>3:30 PM</u>	Room(s) / Area Requested:																					
Name of Organization and Event Being Held St. Charles School <u>Coal Seting</u> <u>w/ Bd members</u>		Number of Persons Attending Meeting <u>14</u>		<u>Community Room</u> <u>& Pioneer Room for lunch</u>																					
Address		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)																							
Contact Person: <u>Becki Kimmel</u>		Business Name: Cornell's <u>The Vault</u>																							
Phone Numbers: Home: _____		Contact Person: Julie <u>Ben Lash</u>																							
Work: <u>ext. 42191</u> Cell: _____		Phone Number: <u>419-347-2223</u> <u>567-292-9081</u>																							
PCTC Requested Services: (Identify No. Needed)		Address: _____																							
<table border="0"> <tr> <td><u>Room Setup</u></td> <td><u>Electronic</u></td> <td><u>Café</u> OR</td> </tr> <tr> <td><u>x</u> Chairs</td> <td><u>Microphone</u></td> <td><u>Culinary Arts</u></td> </tr> <tr> <td><u>x</u> Tables</td> <td><u>Ovrhd. Proj.</u></td> <td><u>x</u> Drinks</td> </tr> <tr> <td><u>Chalkboard</u></td> <td><u>Video Camera</u></td> <td><u>x</u> Snacks</td> </tr> <tr> <td><u>Lectern</u></td> <td><u>Video Recorder</u></td> <td><u>x</u> Breakfast</td> </tr> <tr> <td><u>Coat Racks</u></td> <td><u>Internet Access</u></td> <td><u>x</u> Luncheon</td> </tr> <tr> <td></td> <td></td> <td><u>Dinner</u></td> </tr> </table>		<u>Room Setup</u>	<u>Electronic</u>	<u>Café</u> OR	<u>x</u> Chairs	<u>Microphone</u>	<u>Culinary Arts</u>	<u>x</u> Tables	<u>Ovrhd. Proj.</u>	<u>x</u> Drinks	<u>Chalkboard</u>	<u>Video Camera</u>	<u>x</u> Snacks	<u>Lectern</u>	<u>Video Recorder</u>	<u>x</u> Breakfast	<u>Coat Racks</u>	<u>Internet Access</u>	<u>x</u> Luncheon			<u>Dinner</u>	If specific hookup/utility needs are required see attached: (check one) <u>Yes</u> or <u>No</u>		
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For specific room setup, see attached design: (check one)		Estimated time of arrival at Pioneer for setup/delivery:																							
<u>x</u> Yes or <u>No</u>		<u>7:45 AM</u>																							
		Other/Specify: <u>Set Pioneer Room</u> <u>up U-shaped for lunch for</u> <u>25 people</u>																							
		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

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		
Billed for Services		
Referred to Board		

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.

Signature (person in charge of activity)

Date: ~~8/20/2017~~ 5/14/2018

Thank you for selecting Pioneer for your event!

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.

Revised 07/15