

Building Utilization Request

Pioneer

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>Sept. 8 thru Oct. 23</u>	Setup Time <u>Wed - 4:30 pm</u>	Tear Down Time <u>Wed - 8:15 pm</u>	Date Request Submitted <u>July 8, 2021</u>
Activity: Day(s) <u>Wed. afternoons</u> <u>Sat. Mornings</u>	Sat - <u>8:30 am</u>	Sat - <u>12:15 pm</u>	Room(s) / Area Requested: <u>East lawn, East Parking lot near barn.</u>
Event Time(s) <u>Wed. 5, 6, 7 pm</u> <u>Sat. 9, 10, 11 am</u>			

Name of Organization and Event Being Held
Shelby YMCA Flag Football

Address
111 W. Smiley Rd. Shelby, OH

Contact Person: Shane Myers

Phone Numbers: Home: _____
Work: 419 347 1312 Cell: 419 566 7461

Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)

Business Name: Hurtzman Sanitation

Contact Person: _____

Phone Number: 419 683 3921

Address: 725 W Main St. Crestline OH

If specific hookup/utility needs are required see attached: (check one) Yes or No

Estimated time of arrival at Pioneer for setup/delivery: Sept. 6th

Other/Specify: Portable toilet

Date of contact with Cafeteria/Culinary Arts Services if used for this event: _____

PCTC Requested Services: (Identify No. Needed)

<u>Room Setup</u>	<u>Electronic</u>	<u>Café</u> OR <u>Culinary Arts</u>
<u>Chairs</u>	<u>Microphone</u>	<u>Drinks</u>
<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</u>

For specific room setup, see attached design: (check one)
Yes or No

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>7/12/21</u>	<u>Shane Myers</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.

Signature (person in charge of activity)
Shane Myers

Date: 7-8-2021

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