

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) 18-Aug-22	Setup Time	Tear Down Time	Date Request Submitted
Activity: Day(s)			May 31, 2022
Event Time(s) 6-7:30pm	5:00pm	7:30	Room(s) / Area Requested:
Name of Organization and Event Being Held Preschool Parent Meeting 6pm	Number of Persons Attending Meeting 30	Community Room	
Address Ryan Road		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)	
Contact Person: Stephanie Roberts		Business Name:	
Phone Numbers: Home: Cell:		Contact Person: Stephanie Roberts	
Work: 419 347-7744		Phone Number: 419-347-7744 ext 42601	
PCTC Requested Services: (Identify No. Needed)		Address:	
<input checked="" type="checkbox"/> Café OR <input type="checkbox"/> Culinary Arts <input checked="" type="checkbox"/> Room Setup <input checked="" type="checkbox"/> Electronic <input type="checkbox"/> Chalkboard <input type="checkbox"/> Video Camera <input type="checkbox"/> Breakfast <input checked="" type="checkbox"/> Lectern <input type="checkbox"/> Video Recorder <input type="checkbox"/> Luncheon <input checked="" type="checkbox"/> Coat Racks <input checked="" type="checkbox"/> Internet Access <input type="checkbox"/> Dinner		If specific hookup/utility needs are required see attached: (check one) <input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No Estimated time of arrival at Pioneer for setup/delivery:	
For specific room setup, see attached design: (check one)		Other/Specify:	
<input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No		We will need tables and chairs set up in the room for parents to sit facing the smartboard. We will need a microphone and smartboard working	
		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			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	
Approved and Booked	6/2/22	Krk	
Billed for Services			
Referred to Board			

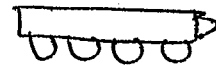
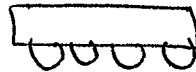
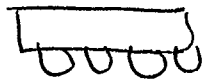
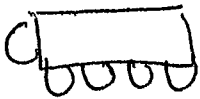
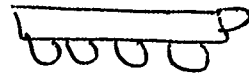
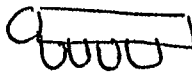
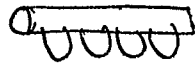
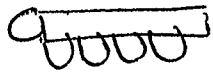
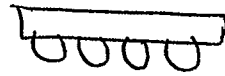
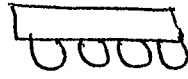
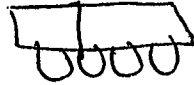
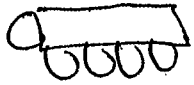
Signature (person in charge of activity)
 Date: **5-31-22**

It is the policy of Pioneer Career & Technology Center to use these funds for the direct use, improvement, and

Thank you for selecting Pioneer for your event!

Preschool Community Room Parent Meeting (Front of Room)

Smartboard



I'm not sure how many
tables fit in this room
or how many fit across
in one row but would
like it set up something
like this



coat racks