

Building Utilization Request



Pioneer Career and Technology Center

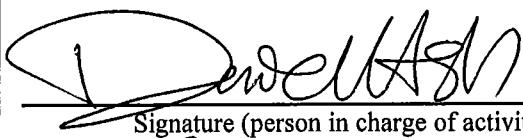
ATTN: Director of Business Affairs
27 Ryan Road, Shelby, OH 44875

Part I - To be completed by organization requesting building utilization

Date(s) 10/19/2017		Setup Time 5:30 PM	Tear Down Time 7:00 PM	Date Request Submitted Sept 21 2017
Activity: Day(s) Thurs				Room(s) / Area Requested: Cafeteria & Kitchen
Event Time(s) 6:00 PM				
Name of Organization ECE - Cooking With Your Kids Parent Event		Number of Persons Attending Meeting 65		
Address		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)		
Contact Person: Danielle Ash		Business Name: _____		
Phone Numbers: Home: _____		Contact Person: _____		
Work: EXT 42600 Cell: _____		Phone Number: _____		
PCTC Requested Services: (Identify No. Needed)		Address: _____		
<u>Room Setup</u>	<u>Electronic</u>	If specific hookup/utility needs are required see attached: (check one) <u>Yes</u> or <u>No</u>		
<input checked="" type="checkbox"/> Chairs	<input checked="" type="checkbox"/> Microphone	Estimated time of arrival at Pioneer for setup/delivery: _____		
<input checked="" type="checkbox"/> Tables	_____ Ovrhd. Proj.	Other/Specify: _____		
_____ Chalkboard	_____ Video Camera	_____		
_____ Lectern	_____ Video Recorder	_____		
_____ Coat Racks	_____ Internet Access	_____		
For specific room setup, see attached design: (check one) <u>Yes</u> or <u>X No</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			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.  Signature (person in charge of activity) Date: 9-21-17
Action Taken	Date	By	
Approved and Booked	9/21/2017	DAH	
Billed for Services			
Referred to Board			

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.