

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) 11/22/2018	Setup Time	Tear Down Time	Date Request Submitted December 12, 2017
Activity: Day(s) Fri.			Room(s) / Area Requested: DLTC
Event Time(s) 10:30-2:30			
Name of Organization and Event Being Held COSMETOLOGY DEPT - PART 1 MITCHELL CLASS	Number of Persons Attending Meeting		
Address		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)	
Contact Person:	Business Name:		
Phone Numbers:	Contact Person:		
Work:	Phone Number:		
	Address:		
PCTC Requested Services: (Specify No. Needed)	If specific hookup/utility needs are required see attached: (check one) <u>Yes</u> or <u>No</u>		
Room Setup	Estimated time of arrival at Pioneer for setup/delivery:		
Chairs	Other/Specify:		
Tables			
Chalkboard			
Lectern			
Coat Racks			
For specific room set design: (check one)	Date of contact with Cafeteria/Culinary Arts Services if used for this event:		
Yes or			

Part II - To be completed by PCTC Personnel	
Estimate Calculation	Attach any pertinent papers.
Rental	
Custodial Services	
Food Services	
Other	
Total	
Note: Final invoice to be submitted upon actual costs following activity.	
Upon receipt of invoice, make check payable to: Pioneer Career & Technology Center	
Action Taken	Date By
Approved and Billed for Services	12/20/17 [Signature]
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 completion of event/activity.
Any and all information on this form may be shared with the public through our publicly accessed calendar.
[Signature] Signature (person in charge of activity)
Date: 12/20/17

It is the policy of Pioneer Career and Technology Center to use these facilities for improvement, and maintenance of the building and utilization areas of the school.

Thank you for selecting Pioneer for your event!