

# 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) <b>21-Sep-18</b>                                  |                       | Setup Time  | Tear Down Time | Date Request Submitted                             |
| Activity: Day(s) <b>Friday</b>                            |                       |   |                | <b>September 14, 2018</b>                          |
| Event Time(s) <b>8:50-10:20</b>                           |                       |   |                | Room(s) / Area Requested:<br><b>Community Room</b> |
| Name of Organization<br><b>HOSA</b>                       |                       | Number of Persons Attending Meeting<br><b>90</b>  |                |  |
| Address   |                       | Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)                 |                |  |
| Contact Person: _____                                     |                       | Business Name: _____  |                |  |
| Phone Numbers: Home: _____                                |                       | Contact Person: _____   |                |  |
| Work: _____ Cell: _____                                   |                       | Phone Number: _____   |                |  |
| PCTC Requested Services: (Identify No. Needed)            |                       | Address: _____  |                |  |
| Room Setup  | Electronic            | Café or Culinary Arts   |                |  |
| <b>90</b> Chairs  | _____ Microphone      | (circle one)  |                |  |
| _____ Tables  | _____ Ovrhd. Proj.    | _____ Drinks  |                |  |
| _____ Chalkboard  | _____ Video Camera    | _____ Snacks  |                |  |
| _____ Lectern   | _____ Video Recorder  | _____ Luncheon  |                |  |
| _____ Coat Racks  | _____ Internet Access | _____ Dinner  |                |  |
| For specific room setup, see attached design: (check one) |                       | If specific hookup/utility needs are required see attached: (check one) <b>Yes</b> or <b>No</b>         |                |  |
| <b>Yes</b> or <b>No</b>                                   |                       | Estimated time of arrival at Pioneer for setup/delivery: _____  |                |  |
|   |                       | Other/Specify: <b>Please set up chairs in rows facing the dry erase board in the front of the room.</b> |                |  |
|   |                       | 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.   |                  |            | <p>It is understood that our organization assumes full responsibility for any damage to the building and equipment.</p> <p>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.</p> <p><b>Any and all information on this form may be shared with the public through our publicly accessed calendar.</b></p> <p>Signature (person in charge of activity) _____</p> <p>Date: <b>28-Sep-15</b></p> |
| Rental .....   | _____            |            |   |
| Custodial Services .....   | _____            |            |   |
| Food Services .....  | _____            |            |   |
| Other .....  | _____            |            |   |
| <b>Total Fee Estimate</b> _____  |                  |            |   |
| <p><b>Note:</b> Final invoice billing based upon actual costs following the event/activity.</p> <p>Upon receipt of invoice, please make check payable to:<br/><b>Pioneer CTC</b></p> |                  |            |   |
| <b>Action Taken</b>  | <b>Date</b>      | <b>By</b>  |   |
| Approved and Booked  | <b>9/18/2018</b> | <b>WJB</b> |   |
| Billed for Services  |                  |            |   |
| Referred to Board  |                  |            |   |

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