

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) March 1, 2016		Setup Time	Tear Down Time	Date Request Submitted October 13, 2015
Activity: Day(s) Tuesday				Room(s) / Area Requested: Pioneer Room
Event Time(s) 11:00 am to 12:30 pm		Name of Organization Pioneer Alumni Association Meeting		Number of Persons Attending Meeting 15
Address		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)		
Contact Person: Karen Donahue		Business Name: _____		
Phone Numbers: Home: _____		Contact Person: _____		
Work: ext 42100 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 type="checkbox"/> Microphone	Estimated time of arrival at Pioneer for setup/delivery: _____		
<input checked="" type="checkbox"/> Tables	<input type="checkbox"/> Ovrhd. Proj.	Other/Specify: use of Pioneer Room space only		
<input type="checkbox"/> Chalkboard	<input type="checkbox"/> Video Camera	will be getting lunch from Cafeteria salad bar		
<input type="checkbox"/> Lectern	<input type="checkbox"/> Video Recorder	or from outside vendor if no salad bar		
<input type="checkbox"/> Coat Racks	<input type="checkbox"/> Internet Access	Date of contact with Cafeteria/Culinary Arts Services if used for this event: _____		
For specific room setup, see attached design: (check one) <input type="checkbox"/> Yes or <input type="checkbox"/> 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			<h3>Responsibility Notice</h3> <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>Any and all information on this form may be shared with the public through our publicly accessed calendar.</p> <p><i>Karen Donahue</i> Signature (person in charge of activity)</p> <p>Date: _____</p>
Action Taken	Date	By	
Approved and Booked	10/13/2015	<i>[Signature]</i>	
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!**