

Building Utilization Request



Pioneer Career and Technology Center

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

KL

Part I - To be completed by organization requesting building utilization

Date(s) 1/19/2016		Setup Time	Tear Down Time	Date Request Submitted
Activity: Day(s) 1				December 1, 2015
Event Time(s) 5pm-9pm		5pm	8pm	Room(s) / Area Requested:
Name of Organization and Event Being Held Shelby Kiwanis - Charter Celebration		Number of Persons Attending Meeting 50-100		Arena
Address		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)		
Contact Person: Don Paullin		Business Name: <u>The Vault</u>		
Phone Numbers: Home: _____		Contact Person: Ben Lash		
Work: 419 347-7744 Cell: 419 651-6954		Phone Number: 567-292-9081		
PCTC Requested Services: (Identify No. Needed)		Address: 29 W Main St. Shelby		
<input type="checkbox"/> Café OR <input type="checkbox"/> Culinary Arts Room Setup <input type="checkbox"/> Electronic <input type="checkbox"/> Culinary Arts 100 Chairs <input checked="" type="checkbox"/> 1 Microphone <input type="checkbox"/> Drinks 20 Tables <input type="checkbox"/> Ovrhd. Proj. <input type="checkbox"/> Snacks <input type="checkbox"/> Chalkboard <input type="checkbox"/> Video Camera <input type="checkbox"/> Breakfast <input checked="" type="checkbox"/> 1 Lectern <input type="checkbox"/> Video Recorder <input type="checkbox"/> Luncheon <input type="checkbox"/> Coat Racks <input 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: <u>5pm</u> Other/Specify: <u>Hookups for catering equipment, possibly</u>		
For specific room setup, see attached design: (check one)		Date of contact with Cafeteria/Culinary Arts Services if used for this event: _____		
<input type="checkbox"/> Yes or <input checked="" type="checkbox"/> No				

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

Action Taken	Date	By
Approved and Booked	<i>12/1/15</i>	<i>[Signature]</i>
Billed for Services		
Referred to Board		

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.

Donald Paullin
Signature (person in charge of activity)

Date: 12/1/2015

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!