## **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) 2/29/2016	Setup Time	Tear Down	Date Request Submitted	
Activity: Day(s) Monday		Time	January 11, 2016	
Event Time(s) 6 - 7 pm	4:30 PM	7:00 PM	Room(s) / Area Requested:	
Name of Organization and Event Being Held	Number o		Arena	
ECE - Feb Literacy Parent Event	Attending	_		
		100		
Address		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)		
	<b>_</b>  `			
Contact Person: Danielle Ash	-	Business Name:		
Phone Numbers: Home:	Contact Pe	Contact Person:		
Work: <b>ext 42600</b> Cell:	Phone Nun	Phone Number:		
	Address:			
PCTC Requested Services: (Identify No. Needed)			eds are required see attached:	
<u>Café</u> OR	I '	(check one) Yes or No		
Room Setup Electronic Culinary Arts	Estimated	Estimated time of arrival at Pioneer for setup/delivery:		
x Chairs x Microphone Drinks	·			
x Tables Ovrhd. Proj. Snacks	•	Other/Specify:		
Chalkboard Video Camera Breakfast				
Lectern Video Recorder Luncheor	ı			
Coat RacksInternet AccessDinner	,			
For specific room setup, see attached design: (check one)		Date of contact with Cafeteria/Culinary Arts Services		
x Yes or No	if used for this event:			
Part II - To be completed by PCTC Personnel		Respon	sibility Notice	
Estimate Calculation of Fees: Attach any pertinent papers. It is understood that our organi			_	
Rental		responsibility for any damage to the building and		
Custodial Services equipment.				
Food Services A Security Deposit in		ity Deposit in t	he amount of \$	
Other		is required to confirm scheduling. This will be		
Total Fee Estimate		applied to final invoice upon satisfactory complete of event/activity.		
Note: Final invoice billing based upon actual costs		uvity.		
following the event/activity.		Any and all information on this form may be		
Upon receipt of invoice, please make check payable to		shared with the public through our publicly		
Pioneer CTC		accessed calendar.		
Action Taken Date By		1	1440	
Approved and Booked 1/14/2016 14B		1 JONEUTOS/		
Billed for Services		Signature (person in charge of activity)		
Referred to Board	Date:	Date:		

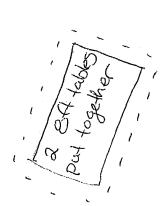
It is the policy of Pioneer Career & Technology Center to use Thank you for selecting Pioneer for your event! these funds for the direct use, improvement, and maintenance of the building utilization areas of the school.

chairs all around, tables, put together,

2 8 ft tables put together

2 8F1 tables put together 120 people

> - chair



(a)