

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) <u>4/25/2016</u>	Start Time	Tear Down Time	Date Request Submitted
Activity: Day(s) _____	7:30	1:00	March 17, 2016
Event Time(s) <u>1,2,3,5b, and 6th period</u>			Room(s) / Area Requested: Community Room
Name of Organization Mrs. Hager- Social Studies Teacher Student Mock Trial		Number of Persons Attending Meeting 13-22 per period (est)	
Address <p style="text-align:center;">PCTC</p>		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)	
Contact Person: <u>Mrs. Hager</u>		Business Name: <u>n/a</u>	
Phone Numbers: Home: _____		Contact Person: _____	
Work: <u>ext. 42841</u> Cell: _____		Phone Number: _____	
PCTC Requested Services: (Identify No. Needed)		Address: _____	
Room Setup	<u>Electronic</u>	<u>Café/Culinary Arts</u>	If specific hookup/utility needs are required see attached: (check one) <u>Yes</u> or <u>No</u>
<u>20</u> Chairs	<u>Microphone</u>	<u>Drinks</u>	Estimated time of arrival at Pioneer for setup/delivery: _____
<u>4</u> Tables	<u>Ovrhd. Proj.</u>	<u>Snacks</u>	Other/Specify: _____
<u>Chalkboard</u>	<u>Video Camera</u>	<u>Luncheon</u>	_____
<u>1</u> Lectern	<u>Video Recorder</u>	<u>Dinner</u>	_____
<u>Coat Racks</u>	<u>* Internet Access</u>		Date of contact with Cafeteria/Culinary Arts Services if used for this event: _____
For specific room setup, see attached design: (check one)			
<u>Yes</u> or <u>No</u>			

Part II - To be completed by PCTC Personnel **Responsibility Notice**

Estimate Calculation of Fees: Attach any pertinent papers. Rental \$0.00 Custodial Services Food Services Other Total Fee Estimate \$0.00 Note: Final invoice billing based upon actual costs following the event/activity. Upon receipt of invoice, please make check payable to: <p style="text-align:center;">Pioneer CTC</p>	It is understood that our organization assumes full responsibility for any damage to the building and equipment. A Security Deposit in the amount of <u>\$ 0.00</u> is required to confirm scheduling. This will be applied to final invoice upon satisfactory complete of event/activity. <p style="text-align:right;">Robin Hager</p> _____ Signature (person in charge of activity) Date: <u>March 17, 2016</u>												
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Action Taken</th> <th>Date</th> <th>By</th> </tr> </thead> <tbody> <tr> <td>Approved and Booked</td> <td><u>3/21/2016</u></td> <td><u>MLB</u></td> </tr> <tr> <td>Billed for Services</td> <td></td> <td></td> </tr> <tr> <td>Referred to Board</td> <td></td> <td></td> </tr> </tbody> </table>	Action Taken	Date	By	Approved and Booked	<u>3/21/2016</u>	<u>MLB</u>	Billed for Services			Referred to Board			<p style="text-align:center;">Thank you for selecting Pioneer for your event!</p>
Action Taken	Date	By											
Approved and Booked	<u>3/21/2016</u>	<u>MLB</u>											
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.