

# 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>4/24/2024</b>		Setup Time <b>7:00</b>	Tear Down Time <b>9:00</b>	Date Request Submitted <b>May 30, 2023</b>
Activity: Day(s) <b>Wednesday</b>				Room(s) / Area Requested: <b>ARENA</b>
Event Time(s) <b>7:00-8:30 pm</b>				
Name of Organization and Event Being Held <b>Pioneer Honors Night - Set Up April 23rd - please have set up and ready on April 23 in AM</b>		Number of Persons Attending Meeting <b>800</b>		
Address		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)		
Contact Person: <b>Tina Hurst, ext. 42200</b>		Business Name: _____		
Phone Numbers: Home: _____		Contact Person: _____		
Work: _____ Cell: _____		Phone Number: _____		
PCTC Requested Services: (Identify No. Needed)		Address: _____		
<input type="checkbox"/> Café OR <input checked="" type="checkbox"/> Room Setup <input checked="" type="checkbox"/> Electronic <input type="checkbox"/> Culinary Arts <input checked="" type="checkbox"/> Chairs <input checked="" type="checkbox"/> Microphone <input type="checkbox"/> Drinks <input checked="" type="checkbox"/> 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"/> Lectern <input type="checkbox"/> Video Recorder <input type="checkbox"/> Luncheon <input checked="" 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 type="checkbox"/> Yes or <input checked="" type="checkbox"/> No Estimated time of arrival at Pioneer for setup/delivery: <b>*Set Up on Tuesday, April 23-ready to go in AM</b> Other/Specify: _____ <b>*set up all chairs with center aisle; hort will provide plants for stage area - see diagram for specific set up</b>		
For specific room setup, see attached design: (check one) <input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No		Date of contact with Cafeteria/Culinary Arts Services if used for this event: _____		

### 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**

Action Taken	Date	By
Approved and Booked	6/20/23	km/c
Billed for Services		
Referred to Board		

### Responsibility Notice

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.**

Signature (person in charge of activity)

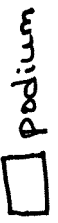
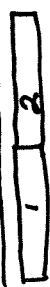
Date: **6/15/24**

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

**Thank you for selecting Pioneer for your event!**

HONORS NIGHT SETUP

Stage (rails down) Curtains pulled



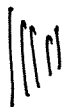
x Flag

x x x x x x x x x  
Set up all  
chairs

x Flag

x x x x x x x x x  
Set up all  
chairs

Aisle for color guard (just wide enough for them to walk down)



x x x x x x x x x x  
x x x x x x x x x x

Table for  
programs



Arena  
Entrance

30  
Chairs  
at angle  
for partner  
attendees

Extra Chair  
Set up  
x x x x x  
x x x x x  
x x x x x