

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) 8/18/2016		Setup Time	Tear Down Time	Date Request Submitted	
Activity: Day(s) Thursday				June 2, 2016	
Event Time(s) 7:30 - 3:30				Room(s) / Area Requested: ARENA/DLTC/COMM ROOM	
Name of Organization Pioneer Returning Teacher Day			Number of Persons Attending Meeting 300		
Address			Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)		
Contact Person: Kris Kowalski, ext. 42202			Business Name: _____		
Phone Numbers: Home: _____			Contact Person: _____		
Work: _____ Cell: _____			Phone Number: _____		
PCTC Requested Services: (Identify No. Needed)			Address: _____		
<u>Room Setup</u>	<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>		
<input checked="" type="checkbox"/> Chairs	<input checked="" type="checkbox"/> Microphone	____ Drinks	Estimated time of arrival at Pioneer for setup/delivery: _____		
<input checked="" type="checkbox"/> Tables	____ Ovrhd. Proj.	____ Snacks	Other/Specify: <u>as the date approaches, the set-up will be finalized by Kowalski with ML Barr & Breakfast/Lunch with J. Fortman</u>		
____ Chalkboard	____ Video Camera	<input checked="" type="checkbox"/> Luncheon	Date of contact with Cafeteria/Culinary Arts Services if used for this event: _____		
<input checked="" type="checkbox"/> Lectern	____ Video Recorder	____ Dinner			
____ Coat Racks	____ Internet Access				
For specific room setup, see attached design: (check one)					
<u>Yes</u> or <u>No</u>					

Part II - To be completed by PCTC Personnel

<p>Estimate Calculation of Fees: Attach any pertinent papers.</p> <p>Rental</p> <p>Custodial Services</p> <p>Food Services</p> <p>Other</p> <p style="text-align: center;">Total Fee Estimate</p> <p>Note: Final invoice billing based upon actual costs following the event/activity.</p> <p>Upon receipt of invoice, please make check payable to: Pioneer CTC</p>			<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 style="text-align: center;"> Signature (person in charge of activity) </p> <p>Date: <u>6/7/16</u></p>	
Action Taken	Date	By		
Approved and Booked	6/8/16	JYB		
Billed for Services				
Referred to Board				

Thank you for selecting Pioneer for your event!

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.