

Building Utilization Request



Pioneer Career and Technology Center

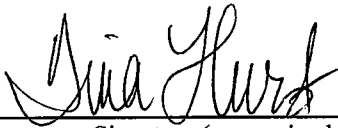
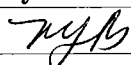
ATTN: Director of Business Affairs

27 Ryan Road, Shelby, OH 44875

Part I - To be completed by organization requesting building utilization

| | | | | |
|------------------------------------------------------------------|---------------------------|---------------------------------------------------------------------------------------------------------------------|--------------------------------|-------------------------------------------------------------------------------------|
| Date(s) 1/5/2017 | | Setup Time 8:00 | Tear Down Time 11:00 | Date Request Submitted June 2, 2016 |
| Activity: Day(s) Thursday | | | | Room(s) / Area Requested: Community Room |
| Event Time(s) 8:45 am - 10:30 | | | | |
| Name of Organization Partner School Principals Meeting | | Number of Persons Attending Meeting 25 | | |
| Address | | Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.) | | |
| Contact Person: Tina Hurst, ext. 42200 | | Business Name: _____ | | |
| Phone Numbers: Home: _____ | | Contact Person: _____ | | |
| Work: _____ Cell: _____ | | Phone Number: _____ | | |
| Address: _____ | | Address: _____ | | |
| PCTC Requested Services: (Identify No. Needed) | | If specific hookup/utility needs are required see attached: (check one) <u> </u> Yes or <u> </u> No | | |
| <u> </u> Room Setup | <u> </u> Electronic | <u> </u> Café/Culinary Arts | | Estimated time of arrival at Pioneer for setup/delivery: _____ |
| 25 Chairs | <u> </u> Microphone | <u> </u> Drinks | | Other/Specify: _____ |
| x Tables | <u> </u> Ovrhd. Proj. | <u> </u> Snacks | | Breakfast provided by Cafeteria/details |
| <u> </u> Chalkboard | <u> </u> Video Camera | <u> </u> Luncheon | | confirmed as date approaches with J. Fortman |
| x Lectern | <u> </u> Video Recorder | <u> </u> Dinner | | Date of contact with Cafeteria/Culinary Arts Services if used for this event: _____ |
| <u> </u> Coat Racks | <u> </u> Internet Access | | | |
| For specific room setup, see attached design: (check one) | | | | |
| <u> </u> Yes or <u> </u> 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 | | | 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.  Signature (person in charge of activity) Date: <u> 6/7/16 </u> |
| Action Taken | Date | By | |
| Approved and Booked | 6/7/16 |  | |
| 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.