

# 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>1/26/2017</u>		Setup Time	Tear Down Time	Date Request Submitted
Activity: Day(s) <u>Thursday</u>				June 2, 2016
Event Time(s) <u>6:00-8:00 pm</u>				Room(s) / Area Requested:
Name of Organization <b>Reception Area for Soph. Open House</b>		Number of Persons Attending Meeting		<b>Cafeteria</b>
Address		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)		
Contact Person: _____		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>	If specific hookup/utility needs are required see attached: (check one) <u>Yes</u> or <u>No</u>		
<u>Chairs</u>	<u>Microphone</u>	Estimated time of arrival at Pioneer for setup/delivery: _____		
<u>Tables</u>	<u>Ovrhd. Proj.</u>	Other/Specify: <u>*round tables; cookies/coffee/</u>		
<u>Chalkboard</u>	<u>Video Camera</u>	<u>water arrangements with J. Fortman</u>		
<u>Lectern</u>	<u>Video Recorder</u>	Date of contact with Cafeteria/Culinary Arts Services if used for this event: _____		
<u>Coat Racks</u>	<u>Internet Access</u>			
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><b>Total Fee Estimate</b> _____</p> <p><b>Note:</b> Final invoice billing based upon actual costs following the event/activity.</p> <p>Upon receipt of invoice, please make check payable to: <b>Pioneer CTC</b></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><i>[Signature]</i> Signature (person in charge of activity)</p> <p>Date: <u>6/8/16</u></p>		
<b>Action Taken</b>	<b>Date</b>	<b>By</b>			
Approved and Booked	6/8/16	[Signature]			
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.