

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) 2,2, 2/9, 2/16, 2017 Activity: Day(s) THURS Time(s) 3-6 PM	Date Request Submitted February 2, 2017																		
Name of Organization ADULT EDUCATION SERVS SAFE FOOD MGR #2	Number of Persons Attending Meeting FIFTEEN																		
Address _____ _____ _____	Room(s) / Area Requested: C114																		
Contact Person: MARTIN DZUGAN Phone Numbers: Home: _____ Work: _____ Cell: _____	Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.) Business Name: _____ Contact Person: _____ Phone Number: _____ Address: _____																		
PCTC Requested Services: (Identify No. Needed) <table style="width:100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black;"><u>Room Setup</u></td> <td style="border-bottom: 1px solid black;"><u>Electronic</u></td> <td style="border-bottom: 1px solid black;"><u>Café/Culinary Arts</u></td> </tr> <tr> <td><input checked="" type="checkbox"/> Chairs</td> <td><input type="checkbox"/> Microphone</td> <td><input type="checkbox"/> Drinks</td> </tr> <tr> <td><input checked="" type="checkbox"/> Tables</td> <td><input checked="" type="checkbox"/> Ovrhd. Proj.</td> <td><input type="checkbox"/> Snacks</td> </tr> <tr> <td><input checked="" type="checkbox"/> Chalkboard</td> <td><input type="checkbox"/> Video Camera</td> <td><input type="checkbox"/> Luncheon</td> </tr> <tr> <td><input type="checkbox"/> Lectern</td> <td><input type="checkbox"/> Video Recorder</td> <td><input type="checkbox"/> Dinner</td> </tr> <tr> <td><input type="checkbox"/> Coat Racks</td> <td><input checked="" type="checkbox"/> Internet Access</td> <td></td> </tr> </table> For specific room setup, see attached design: (check one) <input type="checkbox"/> Yes or <input type="checkbox"/> No	<u>Room Setup</u>	<u>Electronic</u>	<u>Café/Culinary Arts</u>	<input checked="" type="checkbox"/> Chairs	<input type="checkbox"/> Microphone	<input type="checkbox"/> Drinks	<input checked="" type="checkbox"/> Tables	<input checked="" type="checkbox"/> Ovrhd. Proj.	<input type="checkbox"/> Snacks	<input checked="" type="checkbox"/> Chalkboard	<input type="checkbox"/> Video Camera	<input type="checkbox"/> Luncheon	<input type="checkbox"/> Lectern	<input type="checkbox"/> Video Recorder	<input type="checkbox"/> Dinner	<input type="checkbox"/> Coat Racks	<input checked="" type="checkbox"/> Internet Access		If specific hookup/utility needs are required see attached: (check one) <input type="checkbox"/> Yes or <input type="checkbox"/> No Estimated time of arrival at Pioneer for setup/delivery: _____ Other/Specify: _____ _____ _____
<u>Room Setup</u>	<u>Electronic</u>	<u>Café/Culinary Arts</u>																	
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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	2/3/17	WLB
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.

 Signature (person in charge of activity)

Date: **FEB 2, 2017**

Thank you for selecting Pioneer for your event!