

# 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>April 26, 2017</b>		Setup Time	Tear Down Time	Date Request Submitted																								
Activity: Day(s) <b>Wednesday</b>				April 20, 2017																								
Event Time(s) <b>2:30=4:30</b>				Room(s) / Area Requested: <b>Daugherty Lab</b>																								
Name of Organization and Event Being Held <b>Appointment only SPA night</b>		Number of Persons Attending Meeting <b>22</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: _____																										
Address: _____		Address: _____																										
PCTC Requested Services: (Identify No. Needed)		If specific hookup/utility needs are required see attached: (check one) <u>Yes</u> or <u>No</u>																										
<table border="0"> <tr> <td><u>Café</u> OR</td> <td><u>Culinary Arts</u></td> </tr> <tr> <td><u>Room Setup</u></td> <td><u>Electronic</u></td> </tr> <tr> <td><u>Chairs</u></td> <td><u>Microphone</u></td> </tr> <tr> <td><u>Tables</u></td> <td><u>Ovrhd. Proj.</u></td> </tr> <tr> <td><u>Chalkboard</u></td> <td><u>Video Camera</u></td> </tr> <tr> <td><u>Lectern</u></td> <td><u>Video Recorder</u></td> </tr> <tr> <td><u>Coat Racks</u></td> <td><u>Internet Access</u></td> </tr> <tr> <td></td> <td><u>Drinks</u></td> </tr> <tr> <td></td> <td><u>Snacks</u></td> </tr> <tr> <td></td> <td><u>Breakfast</u></td> </tr> <tr> <td></td> <td><u>Luncheon</u></td> </tr> <tr> <td></td> <td><u>Dinner</u></td> </tr> </table>		<u>Café</u> OR	<u>Culinary Arts</u>	<u>Room Setup</u>	<u>Electronic</u>	<u>Chairs</u>	<u>Microphone</u>	<u>Tables</u>	<u>Ovrhd. Proj.</u>	<u>Chalkboard</u>	<u>Video Camera</u>	<u>Lectern</u>	<u>Video Recorder</u>	<u>Coat Racks</u>	<u>Internet Access</u>		<u>Drinks</u>		<u>Snacks</u>		<u>Breakfast</u>		<u>Luncheon</u>		<u>Dinner</u>	Estimated time of arrival at Pioneer for setup/delivery: _____		
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For specific room setup, see attached design: (check one) <u>Yes</u> or <u>No</u>		Other/Specify: _____																										
		Date of contact with Cafeteria/Culinary Arts Services if used for this event: _____																										

**Part II - To be completed by PCTC Personnel**

<p><b>Estimate Calculation of Fees: Attach any pertinent papers.</b></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: Final invoice billing based upon actual costs following the event/activity.</b></p> <p>Upon receipt of invoice, please make check payable to: <b>Pioneer CTC</b></p>			<p><b>Responsibility Notice</b></p> <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><b>Any and all information on this form may be shared with the public through our publicly accessed calendar.</b></p>											
<table border="1"> <thead> <tr> <th>Action Taken</th> <th>Date</th> <th>By</th> </tr> </thead> <tbody> <tr> <td>Approved and Booked</td> <td>4/24/17</td> <td></td> </tr> <tr> <td>Billed for Services</td> <td></td> <td></td> </tr> <tr> <td>Referred to Board</td> <td></td> <td></td> </tr> </tbody> </table>		Action Taken	Date	By	Approved and Booked	4/24/17		Billed for Services			Referred to Board			<p>Signature (person in charge of activity) <b>Daugherty</b></p> <p>Date: <b>April 24 2017</b></p>
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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. **Thank you for selecting Pioneer for your event!**