

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)	12/14/17	12/15/17	12/16/17	12/17/17	Setup Time	Tear Down Time	Date Request Submitted
Activity: Day(s)	Thurs	Fri	Sat	Sun			05/09/17
Event Time(s)	3-9 pm	3-9 pm	3-9 pm	11-6 pm	Room(s) / Area Requested:		
Name of Organization and Event Being Held					Number of Persons Attending Meeting		E124 E109
The Melody Within, LLC							Arena E118 Teacher's Lounge

Address	66 W. Main St.	Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)
Contact Person:	Kayla Rounsewell	Business Name:
Phone Numbers:	Home: 419 564	Contact Person:
	Work: 419 564-2548 Cell: 419 571-6771	Phone Number:
		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><input type="checkbox"/> Café</td> <td>OR</td> <td><input type="checkbox"/> Culinary Arts</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 type="checkbox"/> Tables</td> <td><input type="checkbox"/> Ovrhd. Proj.</td> <td><input type="checkbox"/> Snacks</td> </tr> <tr> <td><input type="checkbox"/> Chalkboard</td> <td><input type="checkbox"/> Video Camera</td> <td><input type="checkbox"/> Breakfast</td> </tr> <tr> <td><input type="checkbox"/> Lectern</td> <td><input type="checkbox"/> Video Recorder</td> <td><input type="checkbox"/> Luncheon</td> </tr> <tr> <td><input type="checkbox"/> Coat Racks</td> <td><input type="checkbox"/> Internet Access</td> <td><input type="checkbox"/> Dinner</td> </tr> </table>	<input type="checkbox"/> Café	OR	<input type="checkbox"/> Culinary Arts	<input checked="" type="checkbox"/> Chairs	<input type="checkbox"/> Microphone	<input type="checkbox"/> Drinks	<input type="checkbox"/> Tables	<input type="checkbox"/> Ovrhd. Proj.	<input type="checkbox"/> Snacks	<input type="checkbox"/> Chalkboard	<input type="checkbox"/> Video Camera	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Lectern	<input type="checkbox"/> Video Recorder	<input type="checkbox"/> Luncheon	<input type="checkbox"/> Coat Racks	<input type="checkbox"/> Internet Access	<input type="checkbox"/> Dinner	Estimated time of arrival at Pioneer for setup/delivery:
<input type="checkbox"/> Café	OR	<input type="checkbox"/> Culinary Arts																	
<input checked="" type="checkbox"/> Chairs	<input type="checkbox"/> Microphone	<input type="checkbox"/> Drinks																	
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For specific room setup, see attached design: (check one)	Other/Specify:																		
<u>Yes</u> or <u>No</u>																			
	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	5/11/17	msb
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.

Any and all information on this form may be shared with the public through our publicly accessed calendar.

Signature (person in charge of activity): Kayla Rounsewell

Date: 05-09-17

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!