

# 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>12/12/2017</b>		Setup Time	Tear Down Time	Date Request Submitted																					
Activity: Day(s) <b>Tuesday</b>				<b>May 23 2017</b>																					
Event Time(s) <b>9am- 8 pm (6-7pm)</b>		<b>9:00 AM</b>	<b>7:30 PM</b>	Room(s) / Area Requested:																					
Name of Organization and Event Being Held <b>ECE - Preschool Christmas Program and Practice</b>		Number of Persons Attending Meeting <b>200</b>		<b>Arena Teachers lounge east for Santa Thurs 5:15 pm</b>																					
Address		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)																							
Contact Person: <b>Danielle Ash</b>		Business Name: _____																							
Phone Numbers: Home: _____		Contact Person: _____																							
Work: <b>ext 42600</b> 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>Room Setup</u></td> <td><u>Electronic</u></td> <td><u>Café</u> OR</td> </tr> <tr> <td><input checked="" type="checkbox"/> Chairs</td> <td><input checked="" type="checkbox"/> Microphone</td> <td><u>Culinary Arts</u></td> </tr> <tr> <td><input checked="" type="checkbox"/> Tables</td> <td><input checked="" type="checkbox"/> Ovrhd. Proj.</td> <td><u>Drinks</u></td> </tr> <tr> <td><input type="checkbox"/> Chalkboard</td> <td><input type="checkbox"/> Video Camera</td> <td><u>Snacks</u></td> </tr> <tr> <td><input type="checkbox"/> Lectern</td> <td><input type="checkbox"/> Video Recorder</td> <td><u>Breakfast</u></td> </tr> <tr> <td><input type="checkbox"/> Coat Racks</td> <td><input type="checkbox"/> Internet Access</td> <td><u>Luncheon</u></td> </tr> <tr> <td></td> <td></td> <td><u>Dinner</u></td> </tr> </table>		<u>Room Setup</u>	<u>Electronic</u>	<u>Café</u> OR	<input checked="" type="checkbox"/> Chairs	<input checked="" type="checkbox"/> Microphone	<u>Culinary Arts</u>	<input checked="" type="checkbox"/> Tables	<input checked="" type="checkbox"/> Ovrhd. Proj.	<u>Drinks</u>	<input type="checkbox"/> Chalkboard	<input type="checkbox"/> Video Camera	<u>Snacks</u>	<input type="checkbox"/> Lectern	<input type="checkbox"/> Video Recorder	<u>Breakfast</u>	<input type="checkbox"/> Coat Racks	<input type="checkbox"/> Internet Access	<u>Luncheon</u>			<u>Dinner</u>	Estimated time of arrival at Pioneer for setup/delivery: _____		
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		<u>Dinner</u>																							
For specific room setup, see attached design: (check one)		Other/Specify: _____																							
<input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No		Date of contact with Cafeteria/Culinary Arts Services if used for this event: _____																							

## 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.

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

Signature (person in charge of activity) \_\_\_\_\_  
*[Handwritten Signature]*

Date: **5-23-17**

Action Taken	Date	By
Approved and Booked	5/26/17	WJB
Billed for Services		
Referred to Board		

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!**

Revised 07/15

stage

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chairs

enough for 200  
people

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-----  
chairs

2 chairs

1 table by  
doors/entrance

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2 tables

6-7 center barriers taken down  
from stage