Building Utilization Request



Pioneer Career and Technology Center ATTN: Director of Business Affairs 27 Ryan Road, Shelby, OH 44875

Date (s) 9/27/2017 Setup Time Tear Down Time May 30, 2017
Activity: Day(s) Wednesday Event Time(s) 8:15 AM Name of Organization and Event Being Held Senior Panoramic Picture Address Address Contact Person: Tina Hurst, ext. 42200 Phone Numbers: Work: Cell: PCTC Requested Services: (Identify No. Needed) Café OR Comm Setup Chairs Microphone Drinks Tables Ovrhd. Proj. Snacks Chalkboard Video Camera Coat Racks Internet Access Dinner For specific room setup, see attached design: (check one) Coat Racks Internet Access Dinner For specific room setup, see attached design: (check one) Custodial Services Estimate Calculation of Fees: Attach any pertinent papers. Rental Custodial Services Total Fee Estimate Total Fee Estimate Number of Persons Room(s) Area Requested: Board Parking Lot, need access to the roof Basines Name: Contact Persons Attending Meeting Senior Class Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.) Business Name: Contact Person: Phone Number:
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Senior Class Address Address Contact Person: Tina Hurst, ext. 42200 Business Name: Contact Person: Phone Numbers: Home: Contact Person: Phone Numbers: Home: Contact Person: Phone Numbers: Home: Contact Person: Phone Number: Address: Person: Person: Person: Post or No Person: Person: Post or No Person: Person: Post or No Person: Person:
Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.) Business Name: Contact Person: Work: Cell: Phone Numbers: PCTC Requested Services: (Identify No. Needed) Café OR Comm Setup Electronic Culinary Arts Chairs Microphone Drinks Tables Ovrhd. Proj. Snacks Chalkboard Video Camera Breakfast Lectern Video Recorder Luncheon Coat Racks Internet Access Dinner For specific room setup, see attached design: (check one) X Yes or No Part Ill-To be completed by PCTC Personnels Estimate Calculation of Fees: Attach any pertinent papers. Rental
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Total Fee Estimate applied to final invoice upon satisfactory complete of event/activity.
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Note: Final invoice billing based upon actual costs
following the event/activity. Any and all information on this form may be
Upon receipt of invoice, please make check payable to: shared with the public through our publicly
Pioneer CTC accessed calendar.
Action Taken Date By
Approved and Booked 6 20 6 20 20 20 20 20 20 20 20 20 20 20 20 20
Signature (person in charge of activity)
Billed for Services Date:

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.