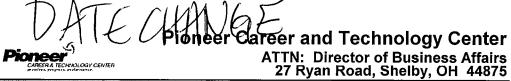
Building Utilization Request



Part II - To be completed by organization requesting building utilization					
Date(s) April	16世,17世,18世,19	#, 20th S	etup Time	Tear Down	Date Request Submitted
Activity: Day(s) 3pm-apm 12-lepm Event Time(s) Sat April 2 151, 22 25				Time	09-11-17
Event Time(s)	122 rd			Room(s) / Area Requested:	
Name of Organization and Event Being Held				of Persons	Arena
Melady Within, LLC			Attending Meeting E124 E109 E118 Teacher's Lowere		
Address			Services to be provided by outside person(s)/vendors		
66 W Main St.			(i.e. caterer, photographer, etc.)		
Contact Person: Kayla Rounsevel)			Business Name:		
Phone Numbers: 6 Home:			Contact Person:		
Work: Cell: 419 571-7665			Phone Number:		
		Address:			
PCTC Requested Service	•	If specific hookup/utility needs are required see attached:			
Room Setup Electronic Culinary Arts			(check one)Yes orNo Estimated time of arrival at Pioneer for setup/delivery:		
Chairs Microphone Drinks				tillie of affival	at Proficer for setup/defivery.
	ovrhd. Proj.	Snacks	Other/Specify:		
Chalkboard Video Camera Breakfast			Culcivopecity.		
Lectern Video Recorder Luncheon					
	nternet Access	— Dinner			
For specific room setup, see attached design: (check one)			Date of contact with Cafeteria/Culinary Arts Services		
Yes or No			if used for this event:		
Part II - To be complet	ted by PCTC Per	sonnel '		Respon	sibility Notice
Estimate Calculation of Fees: Attach any pertinent papers.			It is understood that our organization assumes full		
Rental		responsibility for any damage to the building and equipment.			
Custodial Services					
Food Services		A Securi	A Security Deposit in the amount of \$		
Other			is required to confirm scheduling. This will be		
Total Fee Estimate			applied to final invoice upon satisfactory complete of event/activity.		
Note: Final invoice billing based upon actual costs following the event/activity.				·	
Upon receipt of invoice, please make check payable to:			Any and all information on this form may be shared with the public through our publicly		
Pioneer CTC			accessed calendar.		
Action Taken	Date	By]		4.0
Approved and Booked	9/11/2017	NYB	Ka	ula Kou	nswell
Billed for Services	. ,			/Signature (pers	on in charge of activity)
Referred to Board			Date:	9-11-17	· · · · · · · · · · · · · · · · · · ·

icy of Pioneer Career & Technology Center to use Albank you for selecting Pioneer for your event. these funds for the direct use, improvement, and maintenance of the building utilization areas of the school.