

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) 10/13/2015		Setup Time	Tear Down Time	Date Request Submitted	
Activity: Day(s) Tuesday				July 27, 2015	
Event Time(s) 11:00 a.m. - 12:30 p.m.				Room(s) / Area Requested: Pioneer Room	
Name of Organization Student Services Live & Learn Day			Number of Persons Attending Meeting 15-20		
Address PCTC			Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)		
Contact Person: Crystal Escalera			Business Name: Pioneer CTC		
Phone Numbers: Home: 567 224-0700			Contact Person: Seth Weibel		
Work: 419 347-7744 Cell: _____			Phone Number: 42,764.00		
PCTC Requested Services: (Identify No. Needed)			Address: 27 Ryan Road Shelby		
<u>Room Setup</u>	<u>Electronic</u>	<u>Café/Culinary Arts</u>	If specific hookup/utility needs are required see attached: (check one) <u>Yes</u> or <u>X No</u>		
20 Chairs	___ Microphone	___ Drinks	Estimated time of arrival at Pioneer for setup/delivery: 11:00 AM		
6 Tables	___ Ovrhd. Proj.	___ Snacks	Other/Specify: Lunch will be served 11:25 a.m. - 12:15 pm		
___ Chalkboard	___ Video Camera	20 Luncheon	Date of contact with Cafeteria/Culinary Arts Services if used for this event: July 27, 2015		
___ Lectern	___ Video Recorder	___ Dinner			
2 Coat Racks	___ Internet Access				
For specific room setup, see attached design: (check one) <u>Yes</u> or <u>X No</u>					

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	8/5/15	[Signature]
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.

Signature (person in charge of activity) _____

Date: Crystal Escalera 7-27-15

Thank you for selecting Pioneer for your event!

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.