

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) Nov. 29th, 2017	Setup Time	Tear Down Time	Date Request Submitted Nov. 6, 2017
Activity: Day(s) Wednesday			Room(s) / Area Requested: Pioneer Room
Event Time(s) 11:00-12:00			
Name of Organization and Event Being Held Pioneer - Boys Non-trad Day lunch [snow day, Wednesday, Dec. 6th]		Number of Persons Attending Meeting 25	
Address		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)	
Contact Person: Jim Sorenson		Business Name: _____	
Phone Numbers: Home: _____		Contact Person: _____	
Work: 42922 Cell: _____		Phone Number: _____	
PCTC Requested Services: (Identify No. Needed)		Address: _____	
<u>Room Setup</u>	<u>Electronic</u>	If specific hookup/utility needs are required see attached: (check one) <u>Yes</u> or <u>No</u>	
<u>Chairs</u>	<u>Microphone</u>	Estimated time of arrival at Pioneer for setup/delivery:	
<u>Tables</u>	<u>Ovrhd. Proj.</u>	Other/Specify: _____	
<u>Chalkboard</u>	<u>Video Camera</u>	_____	
<u>Lectern</u>	<u>Video Recorder</u>	_____	
<u>Coat Racks</u>	<u>Internet Access</u>	_____	
For specific room setup, see attached design: (check one)		Date of contact with Cafeteria/Culinary Arts Services if used for this event: _____	
<u>Yes</u> or <u>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	11/8/2017	[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.

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

Signature (person in charge of activity)

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.

Thank you for selecting Pioneer for your event!