

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) 5/10/2024 | | Setup Time 8:00 | Tear Down Time 2:30 | Date Request Submitted May 30, 2023 |
| Activity: Day(s) Set up done by 2:30 on 5/8 | | | | Room(s) / Area Requested: ARENA and Community Room (Perf. Arts) |
| Event Time(s) 9:00 am & 12:30 pm | | | | |
| Name of Organization Senior Moments Ceremony with Senior Moments practice on 5/9 | | Number of Persons Attending Meeting 650? each | | |
| Address | | Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.) | | |
| Contact Person: Clay Frye | | Business Name: _____ | | |
| Phone Numbers: Home: _____ | | Contact Person: _____ | | |
| Work: _____ Cell: _____ | | Phone Number: _____ | | |
| PCTC Requested Services: (Identify No. Needed) | | Address: _____ | | |
| Room Setup | Electronic | Café/Culinary Arts | | |
| <input checked="" type="checkbox"/> Chairs | <input checked="" type="checkbox"/> Microphone | <input type="checkbox"/> Drinks | | |
| <input checked="" type="checkbox"/> Tables | <input checked="" type="checkbox"/> Ovrhd. Proj. | <input type="checkbox"/> Snacks | | |
| <input type="checkbox"/> Chalkboard | <input type="checkbox"/> Video Camera | <input type="checkbox"/> Luncheon | | |
| <input checked="" type="checkbox"/> Lectern | <input type="checkbox"/> Video Recorder | <input type="checkbox"/> Dinner | | |
| <input type="checkbox"/> Coat Racks | <input type="checkbox"/> Internet Access | | | |
| For specific room setup, see attached design: (check one) | | If specific hookup/utility needs are required see attached: (check one) <input type="checkbox"/> Yes or <input type="checkbox"/> No | | |
| <input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No | | Estimated time of arrival at Pioneer for setup/delivery: _____ | | |
| | | Other/Specify: *set up all chairs | | |
| | | Date of contact with Cafeteria/Culinary Arts Services if used for this event: _____ | | |

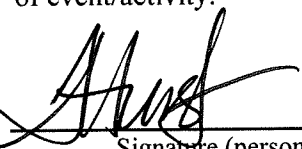
Part II - To be completed by PCTC Personnel

| | | |
|--|----------------|-----------|
| 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 | 6/20/23 | KK |
| 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.

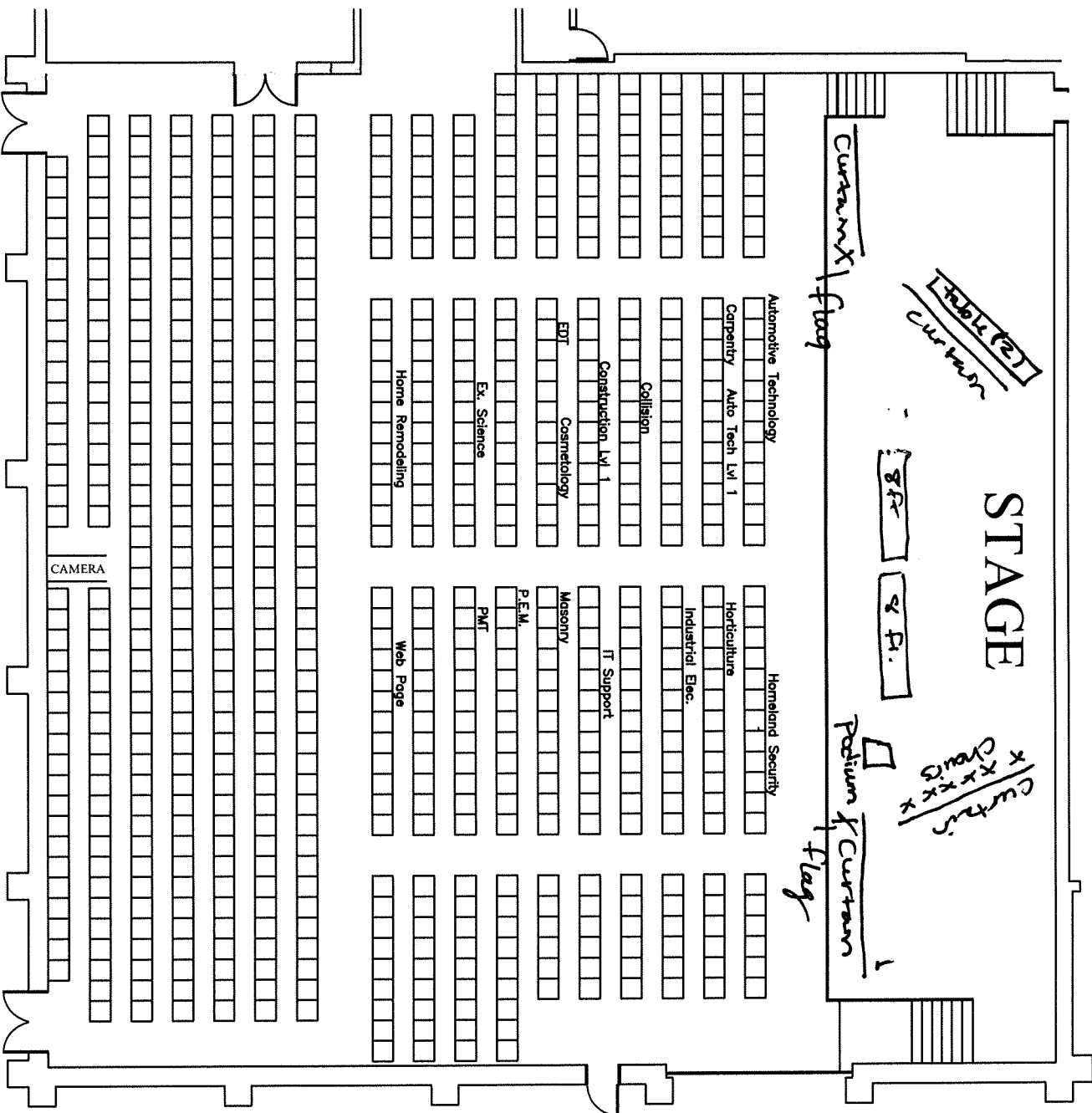
A Security Deposit in the amount of \$ _____ is required to confirm scheduling. This will be applied to final invoice upon satisfactory complete of event/activity.


Signature (person in charge of activity)

Date: **6/15/23**

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.



NOTE:

- Lab instructors must sit in their labeled seats.
- Lab instructors must LEAD students onto the stage.
- Award Ceremony - Teachers and students to exit row to the right and travel up the stage and back to seats.

*Updated 10/02/23
Chart for Moment
Senior Moment*

NOTE:
240 Student Seats
454 parent seats



PM SENIOR MOMENTS

| SIZE | DWG NO. | REV |
|------|-------------------|-----|
| A | SENIORMOMENTS.DWG | - |

SCALE: NTS SHEET 2/2

DRAWN WA 05/04/22

