

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) April 24 - May 5, 2017 | | Setup Time | Tear Down Time | Date Request Submitted October 11, 2016 | | | | | | | | | | | | | | | | | | |
| Activity: Day(s) MON-FRI | | | | Room(s) / Area Requested: COMMUNITY ROOM | | | | | | | | | | | | | | | | | | |
| Event Time(s) All Day | | | | | | | | | | | | | | | | | | | | | | |
| Name of Organization and Event Being Held OST Testing | | Number of Persons Attending Meeting | | | | | | | | | | | | | | | | | | | | |
| Address | | Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.) | | | | | | | | | | | | | | | | | | | | |
| Contact Person: Mindy Owen | | Business Name: _____ | | | | | | | | | | | | | | | | | | | | |
| Phone Numbers: Home: _____ | | Contact Person: _____ | | | | | | | | | | | | | | | | | | | | |
| Work: Ext 42250 Cell: _____ | | Phone Number: _____ | | | | | | | | | | | | | | | | | | | | |
| PCTC Requested Services: (Identify No. Needed) | | Address: _____ | | | | | | | | | | | | | | | | | | | | |
| <table border="0"> <tr> <td><u>Room Setup</u></td> <td><u>Electronic</u></td> <td><u>Café</u> OR <u>Culinary Arts</u></td> </tr> <tr> <td>34 Chairs</td> <td>Microphone</td> <td>Drinks</td> </tr> <tr> <td>17 Tables</td> <td>Ovrhd. Proj.</td> <td>Snacks</td> </tr> <tr> <td>Chalkboard</td> <td>Video Camera</td> <td>Breakfast</td> </tr> <tr> <td>Lectern</td> <td>Video Recorder</td> <td>Luncheon</td> </tr> <tr> <td>Coat Racks</td> <td>Internet Access</td> <td>Dinner</td> </tr> </table> | | <u>Room Setup</u> | <u>Electronic</u> | <u>Café</u> OR <u>Culinary Arts</u> | 34 Chairs | Microphone | Drinks | 17 Tables | Ovrhd. Proj. | Snacks | Chalkboard | Video Camera | Breakfast | Lectern | Video Recorder | Luncheon | Coat Racks | Internet Access | Dinner | If specific hookup/utility needs are required see attached: (check one) <u>Yes</u> or <u>No</u> Estimated time of arrival at Pioneer for setup/delivery: _____ Other/Specify: _____ | | |
| <u>Room Setup</u> | <u>Electronic</u> | <u>Café</u> OR <u>Culinary Arts</u> | | | | | | | | | | | | | | | | | | | | |
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| 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 <u>No</u> | | 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 | 10/12/16 | WJB |
| 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.

Mindy Owen
Signature (person in charge of activity)

Date: 10/11/16

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!