

Building Utilization Request



Pioneer Career and Technology Center

ATTN: Director of Business Affairs
27 Ryan Road, Shelby, OH 44875

Date(s) <u>MAY 29, JUNE 11, JULY 16, AUG 6</u> <u>SEPT 4, SEPT 24</u>		Date Request Submitted <u>3 FEB 17</u>																		
Activity: Day(s) _____ Time(s) <u>7 AM TO 5 PM</u>		Room(s)/ Area Requested: <u>WEST PARKING LOT</u>																		
Name of Organization <u>MID-OTIO SPORTS CAR CLUB</u>	Number of Persons Attending Meeting _____																			
Address <u>P.O. BOX 1084 MAUSEFIELD, OH</u>		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.) _____																		
Contact Person: <u>Terry L. Carr</u> Phone Numbers: Home: _____ Work: _____ Cell: <u>419 989-0456</u>		Business Name: _____ Contact Person: _____ Phone Number: _____ Address: _____																		
PCTC Requested Services: (Identify No. Needed) <table border="1"> <thead> <tr> <th>Room Setup</th> <th>Electronic</th> <th>Café/Culinary Arts</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Chairs</td> <td><input type="checkbox"/> Microphone</td> <td><input type="checkbox"/> Drinks</td> </tr> <tr> <td><input type="checkbox"/> Tables</td> <td><input type="checkbox"/> Ovrhd. Proj.</td> <td><input type="checkbox"/> Snacks</td> </tr> <tr> <td><input type="checkbox"/> Chalkboard</td> <td><input type="checkbox"/> Video Camera</td> <td><input type="checkbox"/> Luncheon</td> </tr> <tr> <td><input type="checkbox"/> Lectern</td> <td><input type="checkbox"/> Video Recorder</td> <td><input type="checkbox"/> Dinner</td> </tr> <tr> <td><input type="checkbox"/> Coat Racks</td> <td><input type="checkbox"/> Internet Access</td> <td></td> </tr> </tbody> </table> For specific room setup, see attached design: (check one) <input type="checkbox"/> Yes or <input type="checkbox"/> No		Room Setup	Electronic	Café/Culinary Arts	<input type="checkbox"/> Chairs	<input type="checkbox"/> Microphone	<input type="checkbox"/> Drinks	<input type="checkbox"/> Tables	<input type="checkbox"/> Ovrhd. Proj.	<input type="checkbox"/> Snacks	<input type="checkbox"/> Chalkboard	<input type="checkbox"/> Video Camera	<input type="checkbox"/> Luncheon	<input type="checkbox"/> Lectern	<input type="checkbox"/> Video Recorder	<input type="checkbox"/> Dinner	<input type="checkbox"/> Coat Racks	<input type="checkbox"/> Internet Access		If specific hookup/utility needs are required see attached: (check one) <input type="checkbox"/> Yes or <input type="checkbox"/> No Estimated time of arrival at Pioneer for setup/delivery: _____ Other/Specify: _____ Date of contact with Cafeteria/Culinary Arts Services if used for this event: _____
Room Setup	Electronic	Café/Culinary Arts																		
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Estimate Calculation of Fees: Attach any pertinent papers.		It is understood that our organization assumes full responsibility for any damage to the building and equipment. A Security Deposit in the amount of \$ <u>NA</u> is required to confirm scheduling. This will be applied to final invoice upon satisfactory complete of event/activity.																		



Karen -
Can you call
this guy + let
him know.
we're OK with
these dates.
JLB
Sheakley.com

to: Terry L. Carr
 Signature (person in charge of activity)

Date: 3 FEB 17

Thank you for selecting Pioneer for your event!

RECEIVED

FEB 06 2017

PIONEER