

# 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) <b>9/6/2023</b>		Setup Time <b>6:30 AM</b>	Tear Down Time <b>2:45 PM</b>	Date Request Submitted <b>May 30, 2023</b>
Activity: Day(s) <b>Wednesday</b>				Room(s) / Area Requested: <b>Arena</b>
Event Time(s) <b>7:30 am - 2:25 pm</b>		Name of Organization <b>Picture Day</b>		
Address		Number of Persons Attending Meeting <b>950+</b>		
Contact Person: <b>Tina Hurst, ext. 42200</b>		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)		
Phone Numbers: Home: _____ Work: _____ Cell: _____		Business Name: _____		
PCTC Requested Services: (Identify No. Needed)		Contact Person: _____		
<u>Room Setup</u>	<u>Electronic</u>	Phone Number: _____		
<b>4</b> Chairs	___ Microphone	Address: _____		
<b>4</b> Tables	___ Ovrhd. Proj.	If specific hookup/utility needs are required see attached: (check one) ___ <b>Yes</b> or ___ <b>No</b>		
___ Chalkboard	___ Video Camera	Estimated time of arrival at Pioneer for setup/delivery: <b>6:30 AM</b>		
___ Lectern	___ Video Recorder	Other/Specify: <b>4 tables lined up next to stage area; cameras will need to plug in.</b>		
___ Coat Racks	___ Internet Access	Date of contact with Cafeteria/Culinary Arts Services if used for this event: _____		
For specific room setup, see attached design: (check one) <b>x Yes</b> or ___ <b>No</b>				

## 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	KWK
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.