

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) <u>05/11/2023 & 05/12/2023</u>		Setup Time	Tear Down Time	Date Request Submitted May 31 2022
Activity: Day(s) <u>Thursday and Friday WITH</u>				Room(s) / Area Requested: Arena
Event Time(s) <u>9-10:15AM & 12-1:15PM</u>		Name of Organization ECE - Preschool Graduation Praticce		Number of Persons Attending Meeting 40
Address		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)		
Contact Person: <u>Ellen Zaebst</u>		Business Name: _____		
Phone Numbers: Home: _____		Contact Person: _____		
Work: <u>ext 42600</u> Cell: _____		Phone Number: _____		
Address: _____		Address: _____		
PCTC Requested Services: (Identify No. Needed)		If specific hookup/utility needs are required see attached: (check one) <u>Yes</u> or <u>No</u>		
<u>Room Setup</u>	<u>Electronic</u>	<u>Café/Culinary Arts</u>	Estimated time of arrival at Pioneer for setup/delivery: _____	
<u>Chairs</u>	<u>Microphone</u>	<u>Drinks</u>	Other/Specify: _____	
<u>Tables</u>	<u>Ovrhd. Proj.</u>	<u>Snacks</u>	_____	
<u>Chalkboard</u>	<u>Video Camera</u>	<u>Luncheon</u>	_____	
<u>Lectern</u>	<u>Video Recorder</u>	<u>Dinner</u>	_____	
<u>Coat Racks</u>	<u>Internet Access</u>		Date of contact with Cafeteria/Culinary Arts Services if used for this event: _____	
For specific room setup, see attached design: (check one) <u>Yes</u> or <u>No</u>				

Part II - To be completed by PCTC Personnel **Responsibility Notice**

<p>Estimate Calculation of Fees: Attach any pertinent papers.</p> <p>Rental</p> <p>Custodial Services</p> <p>Food Services</p> <p>Other</p> <p style="text-align: center;">Total Fee Estimate _____</p> <p>Note: Final invoice billing based upon actual costs following the event/activity.</p> <p>Upon receipt of invoice, please make check payable to: Pioneer CTC</p>	<p>It is understood that our organization assumes full responsibility for any damage to the building and equipment.</p> <p>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.</p>
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Ellen Zaebst
Signature (person in charge of activity)

Date: 5/31/22

Action Taken	Date	By
Approved and Booked	<u>6/2/22</u>	<u>JK</u>
Billed for Services		
Referred to Board		

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.