

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) see attached list on back Activity: Day(s) Monday Event Time(s) see attached list on back	Setup Time 1:00 PM	Tear Down Time after mtg	Date Request Submitted January 12, 2023 Room(s) / Area Requested: Pioneer Board of Education Conference Room																					
Name of Organization and Event Being Held Pioneer CTC Board of Education meetings 2023		Number of Persons Attending Meeting 25																						
Address		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)																						
Contact Person: Becki Kimmel Phone Numbers: Home: _____ Work: ext. 42101 Cell: _____		Business Name: _____ Contact Person: _____ Phone Number: _____ Address: _____																						
PCTC Requested Services: (Identify No. Needed) <table style="width:100%; border: none;"> <tr> <td style="width:33%;"><input checked="" type="checkbox"/> Room Setup</td> <td style="width:33%;"><input checked="" type="checkbox"/> Electronic</td> <td style="width:33%;"><input checked="" type="checkbox"/> Café OR</td> </tr> <tr> <td><input checked="" type="checkbox"/> Chairs</td> <td><input type="checkbox"/> Microphone</td> <td><input type="checkbox"/> Culinary Arts</td> </tr> <tr> <td><input checked="" type="checkbox"/> Tables</td> <td><input type="checkbox"/> Ovrhd. Proj.</td> <td><input type="checkbox"/> Drinks</td> </tr> <tr> <td><input type="checkbox"/> Chalkboard</td> <td><input type="checkbox"/> Video Camera</td> <td><input type="checkbox"/> Snacks</td> </tr> <tr> <td><input type="checkbox"/> Lectern</td> <td><input type="checkbox"/> Video Recorder</td> <td><input type="checkbox"/> Breakfast</td> </tr> <tr> <td><input type="checkbox"/> Coat Racks</td> <td><input type="checkbox"/> Internet Access</td> <td><input checked="" type="checkbox"/> Luncheon</td> </tr> <tr> <td></td> <td></td> <td><input checked="" type="checkbox"/> Dinner</td> </tr> </table> For specific room setup, see attached design: (check one) <input type="checkbox"/> Yes or <input checked="" type="checkbox"/> No		<input checked="" type="checkbox"/> Room Setup	<input checked="" type="checkbox"/> Electronic	<input checked="" type="checkbox"/> Café OR	<input checked="" type="checkbox"/> Chairs	<input type="checkbox"/> Microphone	<input type="checkbox"/> Culinary Arts	<input checked="" type="checkbox"/> Tables	<input type="checkbox"/> Ovrhd. Proj.	<input type="checkbox"/> Drinks	<input type="checkbox"/> Chalkboard	<input type="checkbox"/> Video Camera	<input type="checkbox"/> Snacks	<input type="checkbox"/> Lectern	<input type="checkbox"/> Video Recorder	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Coat Racks	<input type="checkbox"/> Internet Access	<input checked="" type="checkbox"/> Luncheon			<input checked="" type="checkbox"/> Dinner	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: _____	
<input checked="" type="checkbox"/> Room Setup	<input checked="" type="checkbox"/> Electronic	<input checked="" type="checkbox"/> Café OR																						
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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	4/13/23	<i>PKC</i>
illed 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.

 Signature (person in charge of activity)
 Date: 1/12/2023

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!

**PIONEER CTC Regular Board of Education Meetings
2023**

Monday, February 20, 2023	6:00 PM
Monday, March 20, 2023	6:00 PM
Monday, April 17, 2023	7:00 PM
Monday, May 15, 2023	7:00 PM
Monday, June 19, 2023	7:00 PM
Monday, July 17, 2023	7:00 PM
Monday, August 21, 2023	7:00 PM
Monday, September 18, 2023	7:00 PM
Monday, October 16, 2023	6:00 PM
Monday, November 20, 2023	6:00 PM
Monday, December 18, 2023	6:00 PM
<i>JANUARY, 2024 ORGANIZATIONAL & REGULAR MEETING DATE TBD AT DECEMBER MEETING</i>	6:00 PM