

# 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>9/26/23 and 10/10/23</u>		Setup Time	Tear Down Time	Date Request Submitted																					
Activity: Day(s) <u>Both dates are on Tuesdays</u>		5 pm	10 pm	6/29/23																					
Event Time(s) <u>5 pm to 10 pm</u>				Room(s) / Area Requested:																					
Name of Organization and Event Being Held		Number of Persons Attending Meeting		Community Room																					
O'Reilly Auto Parts Real World Training Tech Meeting		40																							
Address		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)																							
233 S Patterson Ave, Springfield, MO 65802																									
Contact Person: <u>Heidi Enloe/Denali Lewis</u>		Business Name: _____																							
Phone Numbers: Home: _____		Contact Person: _____																							
Work: <u>417 829-5781</u> Cell: _____		Phone Number: _____																							
<u>417 868-4280</u>		Address: _____																							
PCTC Requested Services: (Identify No. Needed)		If specific hookup/utility needs are required see attached: (check one) <u>Yes</u> or <input checked="" type="checkbox"/> <u>No</u>																							
<table border="0"> <tr> <td><u>Room Setup</u></td> <td><u>Electronic</u></td> <td><input type="checkbox"/> <u>Café</u> OR</td> </tr> <tr> <td><u>40 Chairs</u></td> <td><input type="checkbox"/> <u>Microphone</u></td> <td><input type="checkbox"/> <u>Culinary Arts</u></td> </tr> <tr> <td><u>2 or 3 per table, Chalkboard</u></td> <td><input type="checkbox"/> <u>Ovrhd. Proj.</u></td> <td><input type="checkbox"/> <u>Drinks</u></td> </tr> <tr> <td><input type="checkbox"/> <u>Lectern</u></td> <td><input type="checkbox"/> <u>Video Camera</u></td> <td><input type="checkbox"/> <u>Snacks</u></td> </tr> <tr> <td><input type="checkbox"/> <u>Coat Racks</u></td> <td><input type="checkbox"/> <u>Video Recorder</u></td> <td><input type="checkbox"/> <u>Breakfast</u></td> </tr> <tr> <td></td> <td><input type="checkbox"/> <u>Internet Access</u></td> <td><input type="checkbox"/> <u>Luncheon</u></td> </tr> <tr> <td></td> <td></td> <td><input type="checkbox"/> <u>Dinner</u></td> </tr> </table>		<u>Room Setup</u>	<u>Electronic</u>	<input type="checkbox"/> <u>Café</u> OR	<u>40 Chairs</u>	<input type="checkbox"/> <u>Microphone</u>	<input type="checkbox"/> <u>Culinary Arts</u>	<u>2 or 3 per table, Chalkboard</u>	<input type="checkbox"/> <u>Ovrhd. Proj.</u>	<input type="checkbox"/> <u>Drinks</u>	<input type="checkbox"/> <u>Lectern</u>	<input type="checkbox"/> <u>Video Camera</u>	<input type="checkbox"/> <u>Snacks</u>	<input type="checkbox"/> <u>Coat Racks</u>	<input type="checkbox"/> <u>Video Recorder</u>	<input type="checkbox"/> <u>Breakfast</u>		<input type="checkbox"/> <u>Internet Access</u>	<input type="checkbox"/> <u>Luncheon</u>			<input type="checkbox"/> <u>Dinner</u>	Estimated time of arrival at Pioneer for setup/delivery: <u>J R Traicoff and the trainer will arrive around 5 pm to start setting up.</u>		
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For specific room setup, see attached design: (check one)		Other/Specify: <u>The team will be eating dinner around 5:30 pm and the meeting will start around 6 pm.</u>																							
<input checked="" type="checkbox"/> <u>Yes</u> or <input type="checkbox"/> <u>No</u> We would like the room set up classroom style.		<u>The food will come from a local restaurant.</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	<u>7/31/23</u>	<u>[Signature]</u>
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.**

Julie A Gray  
Signature (person in charge of activity)

Date: 06/29/23

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!**