

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) 11/10/2023		Setup Time 7:00	Tear Down Time 14:30	Date Request Submitted May 30, 2023
Activity: Day(s) Friday				Room(s) / Area Requested: Arena
Event Time(s) all day		Name of Organization and Event Being Held Veterans Day - there will be two ceremonies		
Address		Number of Persons Attending Meeting 500 ea ceremony		
Contact Person: _____ Phone Numbers: Home: _____ Work: _____ Cell: _____		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.) Business Name: _____ Contact Person: _____ Phone Number: _____ Address: _____		
PCTC Requested Services: (Identify No. Needed) Room Setup Electronic Café OR Culinary Arts <input checked="" type="checkbox"/> Chairs _____ Microphone _____ Drinks _____ Tables <input checked="" type="checkbox"/> Ovrhd. Proj. _____ Snacks _____ Chalkboard _____ Video Camera _____ Breakfast <input checked="" type="checkbox"/> Lectern _____ Video Recorder _____ Luncheon _____ Coat Racks _____ Internet Access _____ Dinner For specific room setup, see attached design: (check one) <input type="checkbox"/> Yes or <input type="checkbox"/> No		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: middle screen down, microphone, podium on stage, 10 chairs on stage 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	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.

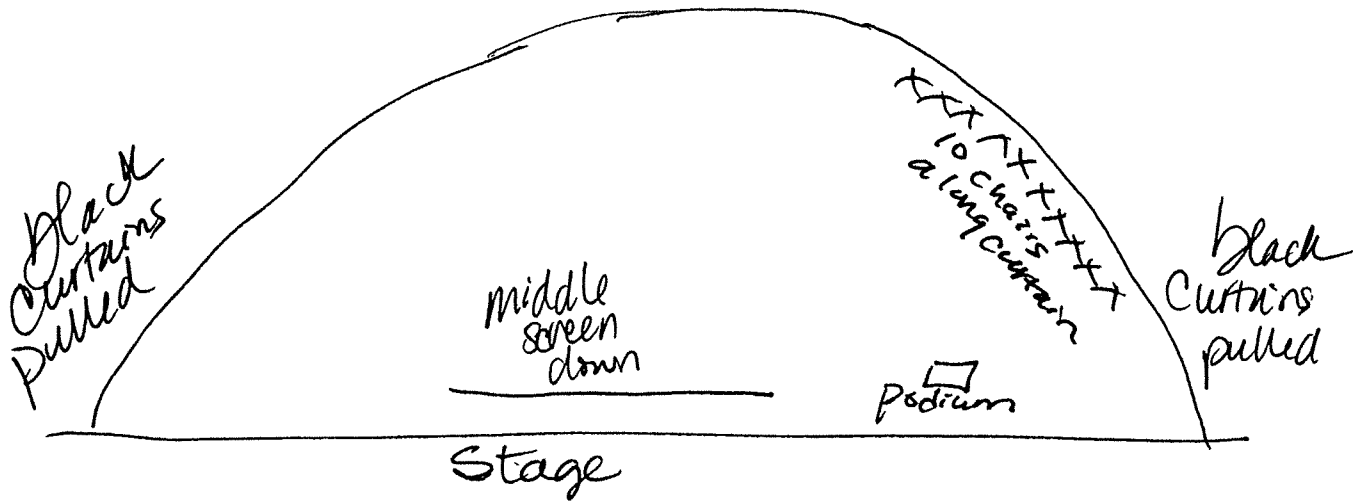
Any and all information on this form may be shared with the public through our publicly accessed calendar.

Signature (person in charge of activity)

Date: **6/15/23**

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

Thank you for selecting Pioneer for your event!



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Student Chairs
 with center
 aisle for
 color guard