

# 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>21-Dec-23</b>	Setup Time	Tear Down Time	Date Request Submitted <b>October 20, 2023</b>
Activity: Day(s) <b>Thursday</b>	<b>7:00 AM</b>	<b>9:30 AM</b>	Room(s) / Area Requested: <b>Pioneer Room</b>
Event Time(s) <b>7:30-9:00</b>			
Name of Organization and Event Being Held <b>Christmas Gala hosted by Pioneer Board of Education staff for staff and retirees</b>		Number of Persons Attending Meeting <b>50-100</b>	
Address		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)	
Contact Person: <b>Becki Kimmel</b>		Business Name: _____	
Phone Numbers: Home: _____		Contact Person: _____	
Work: <b>ext. 42101</b> Cell: _____		Phone Number: _____	
PCTC Requested Services: (Identify No. Needed)		Address: _____	
<input checked="" type="checkbox"/> Room Setup <input type="checkbox"/> Electronic <input checked="" type="checkbox"/> Café OR <input checked="" type="checkbox"/> Culinary Arts <input checked="" type="checkbox"/> Chairs <input type="checkbox"/> Microphone <input checked="" type="checkbox"/> Drinks <input checked="" type="checkbox"/> Tables <input type="checkbox"/> Ovrhd. Proj. <input type="checkbox"/> Snacks <input type="checkbox"/> Chalkboard <input type="checkbox"/> Video Camera <input type="checkbox"/> Breakfast <input type="checkbox"/> Lectern <input type="checkbox"/> Video Recorder <input type="checkbox"/> Luncheon <input type="checkbox"/> Coat Racks <input type="checkbox"/> Internet Access <input type="checkbox"/> Dinner		If specific hookup/utility needs are required see attached: (check one) <input type="checkbox"/> Yes or <input type="checkbox"/> No	
For specific room setup, see attached design: (check one)		Estimated time of arrival at Pioneer for setup/delivery: _____	
<input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No <i>setup like previous years</i>		Other/Specify: <b>Per Greg's 10/20/23 email to Café and Culinary Arts staff - Will provide drinks and treats</b>	
<b>Part II - To be completed by PCTC Personnel</b>		<b>Responsibility Notice</b>	
Estimate Calculation of Fees: Attach any pertinent papers.		It is understood that our organization assumes full responsibility for any damage to the building and equipment.	
Rental ..... <i>individual tables at 4</i>		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.	
Custodial Services .....		<b>Any and all information on this form may be shared with the public through our publicly accessed calendar.</b>	
Food Services .....		Signature (person in charge of activity) <i>Becki Kimmel</i>	
Other .....		Date: <b>10/20/2023</b>	
<b>Total Fee Estimate</b> _____			
<b>Note:</b> Final invoice billing based upon actual costs following the event/activity.			
Upon receipt of invoice, please make check payable to: <b>Pioneer CTC</b>			
Action Taken      Date      By			
Approved and Booked		<i>10/20/23</i> <i>CK/C</i>	
Billed for Services			
Referred to Board			

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!**