

# Building Utilization Request



# Pioneer Career and Technology Center

ATTN: Director of Business Affairs  
27 Ryan Road, Shelby, OH 4487

## Part I - To be completed by organization requesting building utilization

Date(s) <u>Nov. 15</u>	Setup Time <u>7:30</u>	Tear Down Time <u>1:30</u>	Date Request Submitted <u>10/30/23</u>
Activity: Day(s) <u>/</u>			
Event Time(s) <u>7:30 - 2:00</u>			Room(s) / Area Requested: <u>- Pioneer Rm (pm)</u> <u>- Comm. Rm. (am)</u>

Name of Organization and Event Being Held <u>Live &amp; Learn</u>	Number of Persons Attending Meeting <u>24</u>
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Address <u>27 Ryan Rd.</u>	Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)
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Contact Person: <u>Morgan Schumacher</u>	Business Name: _____
Phone Numbers: Home: _____	Contact Person: _____
Work: <u>419 347-7144</u> Cell: _____	Phone Number: _____
	Address: _____

<p>PCTC Requested Services: (Identify No. Needed)</p> <table border="0"> <tr> <td><input checked="" type="checkbox"/> <u>Room Setup</u></td> <td><input type="checkbox"/> <u>Electronic</u></td> <td><input type="checkbox"/> <u>Café</u> OR</td> </tr> <tr> <td><input checked="" type="checkbox"/> <u>Chairs</u></td> <td><input type="checkbox"/> <u>Microphone</u></td> <td><input type="checkbox"/> <u>Culinary Arts</u></td> </tr> <tr> <td><input checked="" type="checkbox"/> <u>Tables</u></td> <td><input checked="" type="checkbox"/> <u>Ovrhd. Proj.</u></td> <td><input type="checkbox"/> <u>Drinks</u></td> </tr> <tr> <td><input type="checkbox"/> <u>Chalkboard</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>Lectern</u></td> <td><input type="checkbox"/> <u>Video Recorder</u></td> <td><input type="checkbox"/> <u>Breakfast</u></td> </tr> <tr> <td><input type="checkbox"/> <u>Coat Racks</u></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> <p>For specific room setup, see attached design: (check one) <input type="checkbox"/> <b>Yes</b> or <input type="checkbox"/> <b>No</b></p>	<input checked="" type="checkbox"/> <u>Room Setup</u>	<input type="checkbox"/> <u>Electronic</u>	<input type="checkbox"/> <u>Café</u> OR	<input checked="" type="checkbox"/> <u>Chairs</u>	<input type="checkbox"/> <u>Microphone</u>	<input type="checkbox"/> <u>Culinary Arts</u>	<input checked="" type="checkbox"/> <u>Tables</u>	<input checked="" type="checkbox"/> <u>Ovrhd. Proj.</u>	<input type="checkbox"/> <u>Drinks</u>	<input type="checkbox"/> <u>Chalkboard</u>	<input type="checkbox"/> <u>Video Camera</u>	<input type="checkbox"/> <u>Snacks</u>	<input type="checkbox"/> <u>Lectern</u>	<input type="checkbox"/> <u>Video Recorder</u>	<input type="checkbox"/> <u>Breakfast</u>	<input type="checkbox"/> <u>Coat Racks</u>	<input type="checkbox"/> <u>Internet Access</u>	<input type="checkbox"/> <u>Luncheon</u>			<input type="checkbox"/> <u>Dinner</u>	<p>If specific hookup/utility needs are required see attached: (check one) <input type="checkbox"/> <b>Yes</b> or <input type="checkbox"/> <b>No</b></p> <p>Estimated time of arrival at Pioneer for setup/delivery: _____</p> <p>Other/Specify: _____</p> <p>Date of contact with Cafeteria/Culinary Arts Services if used for this event: _____</p>
<input checked="" type="checkbox"/> <u>Room Setup</u>	<input type="checkbox"/> <u>Electronic</u>	<input type="checkbox"/> <u>Café</u> OR																				
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## Part II - To be completed by PCTC Personnel

## Responsibility Notice

Estimate Calculation of Fees: Attach any pertinent papers.

Rental	_____
Custodial Services	_____
Food Services	_____
Other	_____
<b>Total Fee Estimate</b>	_____

**Note:** Final invoice billing based upon actual costs following the event/activity.

Upon receipt of invoice, please make check payable to:  
**Pioneer CTC**

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.**

Action Taken	Date	By
Approved and Booked	11/1/23	KWK
Billed for Services		
Referred to Board		

Signature (person in charge of activity) \_\_\_\_\_

Date: \_\_\_\_\_

It is the policy of Pioneer Career & Technology Center to use these funds for the direct use, improvement, and maintenance

**Thank you for selecting Pioneer for your event!**