

# 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>9/28/2016</b>		Setup Time <b>7:45 AM</b>	Tear Down Time <b>10:00</b>	Date Request Submitted <b>June 2, 2016</b>
Activity: Day(s) <b>Wednesday</b>				Room(s) / Area Requested: <b>Arena</b>
Event Time(s) <b>8:30 AM</b>				
Name of Organization <b>Jostens Senior Meeting (Grad. Announcements)</b>		Number of Persons Attending Meeting <b>Senior Class 450</b>		
Address		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)		
Contact Person: <b>Jim Conrad</b>		Business Name: _____		
Phone Numbers: Home: _____		Contact Person: _____		
Work: _____ Cell: _____		Phone Number: _____		
PCTC Requested Services: (Identify No. Needed)		Address: _____		
<u>Room Setup</u>	<u>Electronic</u>	If specific hookup/utility needs are required see attached: (check one) <u>Yes</u> or <u>No</u>		
<input checked="" type="checkbox"/> Chairs	<input checked="" type="checkbox"/> Microphone	Estimated time of arrival at Pioneer for setup/delivery: _____		
<input checked="" type="checkbox"/> Tables	<input checked="" type="checkbox"/> Ovrhd. Proj.	Other/Specify: <b>Jim will be doing a PowerPoint screens down; 2 rows of chairs/center aisle</b>		
<input type="checkbox"/> Chalkboard	<input type="checkbox"/> Video Camera	<b>Mtg. begins approx. 8:30 am after Sr. Pan Pic</b>		
<input checked="" type="checkbox"/> Lectern	<input type="checkbox"/> Video Recorder	Date of contact with Cafeteria/Culinary Arts Services if used for this event: _____		
<input type="checkbox"/> Coat Racks	<input type="checkbox"/> Internet Access			
For specific room setup, see attached design: (check one)				
<input type="checkbox"/> Yes or <input type="checkbox"/> No				

## Part II - To be completed by PCTC Personnel

**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.

Signature (person in charge of activity) \_\_\_\_\_  
Date: 6/7/16

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

Action Taken	Date	By
Approved and Booked	6/7/16	nyb
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.