

Building Utilization Request



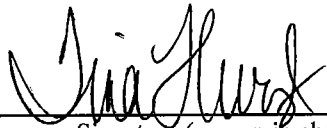
Pioneer Career and Technology Center

ATTN: Director of Business Affairs
27 Ryan Road, Shelby, OH 44875

Part I - To be completed by organization requesting building utilization

| | | | | |
|--|---------------------|---|---|---|
| Date(s) 10/4/2016 | | Setup Time 7:00 | Tear Down Time 10:45 | Date Request Submitted June 2, 2016 |
| Activity: Day(s) Wednesday | | | | Room(s) / Area Requested: Arena |
| Event Time(s) 7:30-10:30 am | | | | |
| Name of Organization Lifetouch Picture Retake Day | | Number of Persons Attending Meeting | | |
| Address | | Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.) | | |
| Contact Person: Tina Hurst, ext. 42200 | | Business Name: _____ | | |
| Phone Numbers: Home: _____ | | Contact Person: _____ | | |
| Work: _____ Cell: _____ | | Phone Number: _____ | | |
| Address: _____ | | Address: _____ | | |
| PCTC Requested Services: (Identify No. Needed) | | If specific hookup/utility needs are required see attached: (check one) <input type="checkbox"/> Yes or <input type="checkbox"/> No | | |
| <u>Room Setup</u> | <u>Electronic</u> | <u>Café/Culinary Arts</u> | Estimated time of arrival at Pioneer for setup/delivery: 7:00 | |
| 4 Chairs | ___ Microphone | ___ Drinks | Other/Specify: Two tables lined up next to stage | |
| 3 Tables | ___ Ovrhd. Proj. | ___ Snacks | Cameras will need to plug in; 3rd table just inside arena doors for check in | |
| ___ Chalkboard | ___ Video Camera | ___ Luncheon | Date of contact with Cafeteria/Culinary Arts Services if used for this event: _____ | |
| ___ Lectern | ___ Video Recorder | ___ Dinner | | |
| ___ Coat Racks | ___ Internet Access | | | |
| For specific room setup, see attached design: (check one) | | | | |
| <input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No | | | | |

Part II - To be completed by PCTC Personnel

| | | | | | |
|---|-------------|------------|--|--|--|
| <p>Estimate Calculation of Fees: Attach any pertinent papers.</p> <p>Rental</p> <p>Custodial Services</p> <p>Food Services</p> <p>Other</p> <p style="text-align: center;">Total Fee Estimate</p> <p>Note: Final invoice billing based upon actual costs following the event/activity.</p> <p>Upon receipt of invoice, please make check payable to: Pioneer CTC</p> | | | <h3>Responsibility Notice</h3> <p>It is understood that our organization assumes full responsibility for any damage to the building and equipment.</p> <p>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.</p> <p style="text-align: center;">  Signature (person in charge of activity) </p> <p>Date: <u>6/7/16</u></p> | | |
| Action Taken | Date | By | | | |
| Approved and Booked | 6/8/16 | <i>TJG</i> | | | |
| Billed for Services | | | | | |
| Referred to Board | | | | | |

Thank you for selecting Pioneer for your event!

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.