Building Utilization Request

Pioneer Career and Technology Center
ATTN: Director of Business Affairs
27 Ryan Road, Shelby, OH 44875
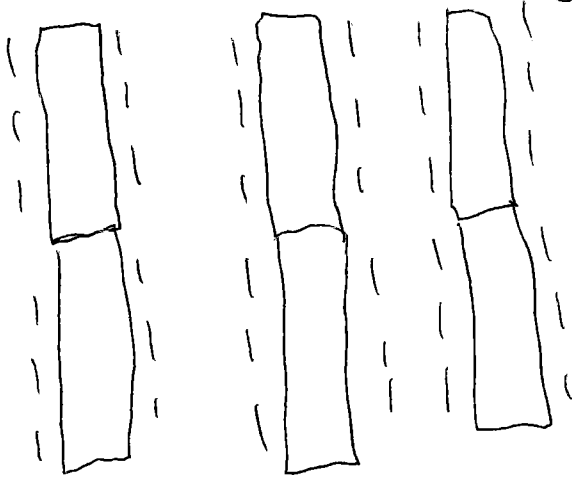
Activity:		Date Request Submitted
Date(s) **28-Oct-16**		**August 24, 2016**
Day(s) **Friday**		Room(s) / Area Requested:
Time(s) **2 - 3:30 pm**		**Community Room**

| Name of Organization **Flu Shot Clinic** | Number of Persons Attending Meeting **30** | |

Address

Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)

Contact Person: **Becki Kimmel**

Business Name: _____

Phone Numbers: Home: _____

Contact Person: _____

Work: _____ **ext. 42101**   Cell: _____

Phone Number: _____

Address: _____

PCTC Requested Services: (Identify No. Needed)

Room Setup	Electronic	Café/Culinary Arts
x Chairs	___ Microphone	___ Drinks
x Tables	___ Ovrhd. Proj.	___ Snacks
___ Chalkboard	___ Video Camera	___ Luncheon
___ Lectern	___ Video Recorder	___ Dinner
___ Coat Racks	___ Internet Access	

If specific hookup/utility needs are required see attached: (check one) ___ **Yes** or ___ **No**

Estimated time of arrival at Pioneer for setup/delivery:

_____

Other/Specify: _____

_____

_____

For specific room setup, see attached design: (check one)

x Yes   or ___ No   _Su back_

Date of contact with Cafeteria/Culinary Arts Services if used for this event: _____

Responsibility Notice

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**

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.

Becki Kimmel
Signature (person in charge of activity)

Date: **August 24, 2016**

Action Taken	Date	By
Approved and Booked	8/25/2016	_signature_
Billed for Services		
Referred to Board		

Thank you for selecting Pioneer for your event!

For paperwork & waiting

Shot Stations

sign on