

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) September 27, 2016		Setup Time	Tear Down Time	Date Request Submitted
Activity: Day(s) Tuesday		3:30 pm on 9/26	3 p.m.	September 14, 2016
Event Time(s) 8 a.m. - 3 p.m.				Room(s) / Area Requested:
Name of Organization BPA Region 7 (officer screening)		Number of Persons Attending Meeting 40		Community Room, Admin Conf Room, and Adult Ed/Stud Serv Conf Room
Address		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)		
Contact Person: Donnie Perry		Business Name: none		
Phone Numbers: Home: _____		Contact Person: _____		
Work: ext. 42993 Cell: 419 566-8046		Phone Number: _____		
PCTC Requested Services: (Identify No. Needed)		Address: _____		
Room Setup	Electronic	Café or Culinary Arts (circle one)		
25 Chairs	___ Microphone	If specific hookup/utility needs are required see attached: (check one) ___ Yes or ___ No		
11 Tables	___ Ovrhd. Proj.	Estimated time of arrival at Pioneer for setup/delivery: _____		
___ Chalkboard	___ Video Camera	Other/Specify: _____		
___ Lectern	___ Video Recorder	_____		
___ Coat Racks	___ Internet Access	_____		
For specific room setup, see attached design: (check one)		Date of contact with Cafeteria/Culinary Arts Services if used for this event: _____		
___ Yes or x No		Make furniture available - I will take care of setup.		

Part II - To be completed by PCTC Personnel

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

Action Taken	Date	By
Approved and Booked	9/9/16	
Billed for Services		
Referred to Board		

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.

Any and all information on this form may be shared with the public through our publicly accessed calendar.

Donnie Perry
Signature (person in charge of activity)

Date: **September 14, 2016**

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!