

# 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>6/13/2017 8 AM - 12 PM</b>		Setup Time <b>1 hour</b>	Tear Down Time <b>1 hour</b>	Date Request Submitted <b>May 18, 2017</b>																					
Activity: Day(s) <b>8/1/2017 5 - 9 PM</b>				Room(s) / Area Requested: <b>Gale J. Leinbach Arena</b>																					
Event Time(s)																									
Name of Organization and Event Being Held <b>Mid-Ohio ESC - Annual Bus Driver Certification Training</b>		Number of Persons Attending Meeting <b>250 (6/13) 100 (8/1)</b>																							
Address <b>890 West Fourth Street Mansfield, Ohio 44906</b>		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)																							
Contact Person: <b>Mark Donnelly</b>		Business Name: <b>Mid-Ohio ESC</b>																							
Phone Numbers: Home: _____ Work: <b>419 774-2508</b> Cell: <b>440 384-0720</b>		Contact Person: <b>Mark Donnelly</b>																							
		Phone Number: <b>419-774-2508</b>																							
Address: <b>890 W. Fourth St. Mansfield, Oh</b>		If specific hookup/utility needs are required see attached: (check one) <u>Yes</u> or <u>x No</u>																							
PCTC Requested Services: (Identify No. Needed)		Estimated time of arrival at Pioneer for setup/delivery:																							
<table border="0"> <tr> <td><u>Room Setup</u></td> <td><u>Electronic</u></td> <td><u>Café</u> OR</td> </tr> <tr> <td><u>x Chairs</u></td> <td><u>x Microphone</u></td> <td><u>Culinary Arts</u></td> </tr> <tr> <td><u>x Tables</u></td> <td><u>x Ovrhd. Proj.</u></td> <td><u>Drinks</u></td> </tr> <tr> <td><u>Chalkboard</u></td> <td><u>Video Camera</u></td> <td><u>Snacks</u></td> </tr> <tr> <td><u>x Lectern</u></td> <td><u>Video Recorder</u></td> <td><u>Breakfast</u></td> </tr> <tr> <td><u>Coat Racks</u></td> <td><u>x Internet Access</u></td> <td><u>Luncheon</u></td> </tr> <tr> <td></td> <td></td> <td><u>Dinner</u></td> </tr> </table>		<u>Room Setup</u>	<u>Electronic</u>	<u>Café</u> OR	<u>x Chairs</u>	<u>x Microphone</u>	<u>Culinary Arts</u>	<u>x Tables</u>	<u>x Ovrhd. Proj.</u>	<u>Drinks</u>	<u>Chalkboard</u>	<u>Video Camera</u>	<u>Snacks</u>	<u>x Lectern</u>	<u>Video Recorder</u>	<u>Breakfast</u>	<u>Coat Racks</u>	<u>x Internet Access</u>	<u>Luncheon</u>			<u>Dinner</u>	Other/Specify: _____		
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For specific room setup, see attached design: (check one) <u>x Yes</u> or <u>No</u>		Date of contact with Cafeteria/Culinary Arts Services if used for this event: _____																							

### 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		
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 **\$ 0.00** 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.**

Signature (person in charge of activity)

Date: **18-May-17**

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!**