

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) 11/29/2018		Setup Time 13:30	Tear Down Time 4:30 PM	Date Request Submitted October 11, 2018
Activity: Day(s) Thursday				Room(s) / Area Requested: Arena
Event Time(s) 2:00PM - 4:00PM		Name of Organization Stop the Bleed Hands-On PD		
Address		Number of Persons Attending Meeting 50		
Contact Person: Jim Calhoon		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)		
Phone Numbers: Home: _____		Business Name: _____		
Work: EXT 42203 Cell: _____		Contact Person: _____		
PCTC Requested Services: (Identify No. Needed)		Phone Number: _____		
Room Setup	<u>Electronic</u>	Address: _____		
Chairs	Microphone	If specific hookup/utility needs are required see attached: (check one) <u>Yes</u> or <u>No</u>		
10 Tables	Ovrhd. Proj.	Estimated time of arrival at Pioneer for setup/delivery: _____		
Chalkboard	Video Camera	Other/Specify: _____		
Lectern	Video Recorder	Date of contact with Cafeteria/Culinary Arts Services if used for this event: _____		
1 Coat Racks	Internet Access			
For specific room setup, see attached design; (check one)				
<u>Yes</u> or <u>No</u>				

Part II - To be completed by PCTC Personnel **Responsibility Notice**

Estimate Calculation of Fees: Attach any pertinent paper 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. Signature (person in charge of activity) Date: <u>10/12/18</u>
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Action Taken	Date	By
Approved and Booked	10/18/18	[Signature]
Billed for Services		
Referred to Board		

Thank you for selecting Pioneer for your event!