

# 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) <u>8/5/2024-8/7/2024</u>		Setup Time	Tear Down Time	Date Request Submitted <b>June 10, 2024</b>																		
Activity: Day(s) <u>Thursday-Wednesday</u>				Room(s) / Area Requested: <b>Arena E116 &amp; E118 on 8/5-8/7 for hearing/vision screenings</b>																		
Event Time(s) <u>all day</u>		Name of Organization and Event Being Held <b>Welcome Week (8/5-8/7, 8/5- 9a-3p, 8/6 &amp; 7 12-6) Set up on 8/1 and 8/2</b>		Number of Persons Attending Meeting <b>1200</b>																		
Address		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)																				
Contact Person: _____		Business Name: _____																				
Phone Numbers: Home: _____		Contact Person: _____																				
Work _____ Cell: _____		Phone Number: _____																				
PCTC Requested Services: (Identify No. Needed)		Address: _____																				
<table border="0"> <tr> <td>Room Setup</td> <td>Electronic</td> <td><u>Café</u> OR</td> </tr> <tr> <td><input checked="" type="checkbox"/> Chairs</td> <td>___ Microphone</td> <td>___ Culinary Arts</td> </tr> <tr> <td><input checked="" type="checkbox"/> Tables</td> <td>___ Ovrhd. Proj.</td> <td>___ Snacks</td> </tr> <tr> <td>___ Chalkboard</td> <td>___ Video Camera</td> <td>___ Breakfast</td> </tr> <tr> <td>___ Lectern</td> <td>___ Video Recorder</td> <td>___ Luncheon</td> </tr> <tr> <td>___ Coat Racks</td> <td><input checked="" type="checkbox"/> Internet Access</td> <td>___ Dinner</td> </tr> </table>		Room Setup	Electronic	<u>Café</u> OR	<input checked="" type="checkbox"/> Chairs	___ Microphone	___ Culinary Arts	<input checked="" type="checkbox"/> Tables	___ Ovrhd. Proj.	___ Snacks	___ Chalkboard	___ Video Camera	___ Breakfast	___ Lectern	___ Video Recorder	___ Luncheon	___ Coat Racks	<input checked="" type="checkbox"/> Internet Access	___ Dinner	attached: (check one) <u>Yes</u> or <u>No</u>		
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For specific room setup, see attached design: (check one) <u>Yes</u> or <u>No</u>		Estimated time of arrival at Pioneer for setup/delivery _____																				
		Other/Specify: <u>Various stations needed for IDs, fees, schedules, forms, chromebooks - setup to be confirmed with Mr. Frye closer to the date of event - same set up as last year</u>																				
		Date of contact with Cafeteria/Culinary Arts Services if used for this event _____																				

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

Estimate Calculation of Fees: Attach any pertinent papers Rental ..... Custodial Services ..... Food Services ..... Other ..... <b>Total Fee Estimate</b> ..... <b>Note:</b> Final invoice billing based upon actual costs following the event/activity. Upon receipt of invoice, please make check payable to: <b>Pioneer CTC</b>		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.  <b>Any and all information on this form may be shared with the public through our publicly accessed calendar.</b>												
<table border="1"> <thead> <tr> <th>Action Taken</th> <th>Date</th> <th>By</th> </tr> </thead> <tbody> <tr> <td>Approved and Booked</td> <td><u>6/20/24</u></td> <td><u>[Signature]</u></td> </tr> <tr> <td>Billed for Services</td> <td></td> <td></td> </tr> <tr> <td>Referred to Board</td> <td></td> <td></td> </tr> </tbody> </table>	Action Taken	Date	By	Approved and Booked	<u>6/20/24</u>	<u>[Signature]</u>	Billed for Services			Referred to Board			Signature (person in charge of activity) _____ Date: _____	
Action Taken	Date	By												
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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!**