



Building Utilization Request



Pioneer Career and Technology Center

ATTN: Director of Business Affairs
27 Ryan Road, Shelby, OH 4487

Part I - To be completed by organization requesting building utilization

Date(s) <u>9/11, 9/18, 10/16, 11/20, 12/18, 1/22, 2/19, 3/19, 4/23, 5/21</u>	Setup Time <u>2:30</u>	Tear Down Time	Date Request Submitted <u>May 3, 2024</u>
Activity: Day(s) <u>Wednesday</u>			Room(s) / Area Requested: <u>Cafeteria</u>
Event Time(s) <u>2:30 P.M.</u>			
Name of Organization and Event Being Held <u>EAP General Meeting</u>	Number of Persons Attending Meeting <u>~40</u>		

Address	Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)
Contact Person: <u>Jeni Stewart</u>	Business Name: _____
Phone Numbers: Home: _____	Contact Person: _____
Work: _____ Cell: _____	Phone Number: _____
	Address: _____
PCTC Requested Services: (Identify No. Needed)	If specific hookup/utility needs are required see attached: (check one) <u>Yes</u> or <u>No</u>
Room Setup <u>X</u> Chairs <u>X</u> Tables _____ Chalkboard _____ Lectern _____ Coat Racks _____	Estimated time of arrival at Pioneer for setup/delivery: _____
Electronic <u>Microphone</u> _____ Video Camera _____ Video Recorder _____ Internet Access _____	Other/Specify: _____
Culinary Arts _____ Drinks _____ Snacks _____ Breakfast _____ Luncheon _____ Dinner _____	Date of contact with Cafeteria/Culinary Arts Services if used for this event: _____
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

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.

Signature (person in charge of activity)
Jeni Stewart

Date: 05/03/2024

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	<u>5/22/24</u>	<u>JES</u>
Billed for Services		
Referred to Board		

It is the policy of Pioneer Career & Technology Center to use these funds for the direct use, improvement, and maintenance

Thank you for selecting Pioneer for your event!