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	requestir	ng building	utilization		
Date(s) 2/14/2024 2025	S	Set Up Time		Date Request Submitted	
Activity: Day(s) Monday		Atty to a const	Time	August 28, 2024	
Event Time(s)	- I	7:30 AM	1:30 PM	Room(s) / Area Requested:	
Name of Organization and Event Being Held	I	Number of	of Persons	Arena	
Shelby Rotary Job Shadowing			Attending Meeting		
			0-60		
Address Pioneer			Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)		
Contact Person: Vickie Hunt		Business 1	Name:		
Phone Numbers: Home: 4292	21		Contact Person:		
Work: Cell:		The second second			
			Address:		
PCTC Requested Services: (Identify No. Need	ded)	1		needs are required see attached:	
Café OR			Yes or	•	
Room Setup Electronic X Culinary Arts		1		al at Pioneer for setup/delivery:	
Chairs x Microphone Drinks		1			
Tables Ovrhd. Proj. S		Other/Spe	Other/Specify:		
Chalkboard Video Camera Breakfast					
x Lectern Video Recorder x L					
		7			
Coat Racks Internet Access D			Date of contact with Cofetenia/Cylinam Arts Coming		
For specific room setup, see attached design: (chec	ck one)	3.	Date of contact with Cafeteria/Culinary Arts Services		
X Yes or X No	And the American Trans	if used for	r this event:		
Part II - To be completed by PCTC Person	nnel		Respon	sibility Notice	
Estimate Calculation of Fees: Attach any pertin			ur organization assumes full		
Rental	\$0.00	01 -	responsibility for any damage to the building and		
Custodial Services	0.00	equipme:	nt.		
Food Services	0.00		ity Deposit in	the amount of \$	
Other		is require	ed to confirm	scheduling. This will be	
Total Fee Estimate	\$0.00	^ ~	applied to final invoice upon satisfactory complete of event/activity.		
Note: Final invoice billing based upon actual		of evenu	activity.		
following the event/activity.		1 3 1			
Upon receipt of invoice, please make check payable to:		shared w	with the publi	ion on this form may be ic through our publicly	
Pioneer CTC		accessed	l calendar.		
Action Taken Date By					
Approved and Booked 8/29/24 V	2006				
Billed for Services		S	Signature (perso	on in charge of activity)	
Referred to Board		Date:			

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

Thank you for selecting Pioneer for your event!

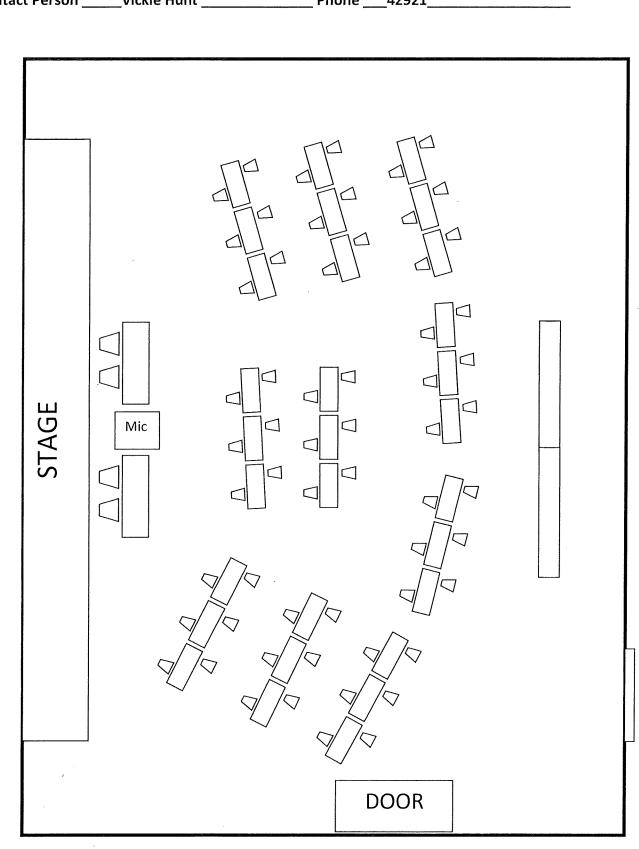
Arena Layout

Event ______Rotary Luncheon_____Approx. 60 people______

Date _10/14/2024 Group ______Pioneer Career Development______

Contact Person _____Vickie Hunt ______Phone ___42921_______

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