

# 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>August 16, 2024</b> Activity: Day(s) <b>Friday</b> Event Time(s) <b>7:00 am to 12:30 pm</b>	Setup Time <b>6:30 AM</b>	Tear Down Time <b>12:30 PM</b>	Date Request Submitted <b>May 15, 2024</b> Room(s) / Area Requested: <b>Exercise Science Lab and Criminal Justice Lab</b>
Name of Organization and Event Being Held <b>Van Driver/Bus Driver Physicals</b>	Number of Persons Attending Meeting <b>60+</b>		
Address	Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)		
Contact Person: <b>Karen Donahue/Kris Kowalski</b> Phone Numbers: Home: _____ Work: _____ Cell: _____	Business Name: <b>AVITA</b> Contact Person: _____ Phone Number: _____ Address: _____		
PCTC Requested Services: (Identify No. Needed) _____ Café OR _____ Culinary Arts <u>Room Setup</u> <u>Electronic</u> <input checked="" type="checkbox"/> Chairs      _____ Microphone      _____ Drinks <input checked="" type="checkbox"/> Tables      _____ Ovrhd. Proj.      _____ Snacks _____ Chalkboard      _____ Video Camera      _____ Breakfast _____ Lectern      _____ Video Recorder      _____ Luncheon _____ Coat Racks      _____ Internet Access      _____ Dinner For specific room setup, see attached design: (check one) <input type="checkbox"/> Yes or <input type="checkbox"/> No	If specific hookup/utility needs are required see attached: (check one) <input type="checkbox"/> Yes or <input type="checkbox"/> No Estimated time of arrival at Pioneer for setup/delivery: <b>if areas could be open and lights on by 6:30 am</b> Other/Specify: <b>set up 8/15/24; will check room use with Mike Millward, Dan George and Eric Winbigler; AVITA staff will be here at 6:30 am borrow traffic cones from Criminal Justice</b> 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	5/15/24	K/D
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 of the building utilization areas of the school.

## 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.**

*Karen Donahue*  
\_\_\_\_\_  
Signature (person in charge of activity)

Date: **May 15, 2024**

**Thank you for selecting Pioneer for your event!**