Building Utilization Request



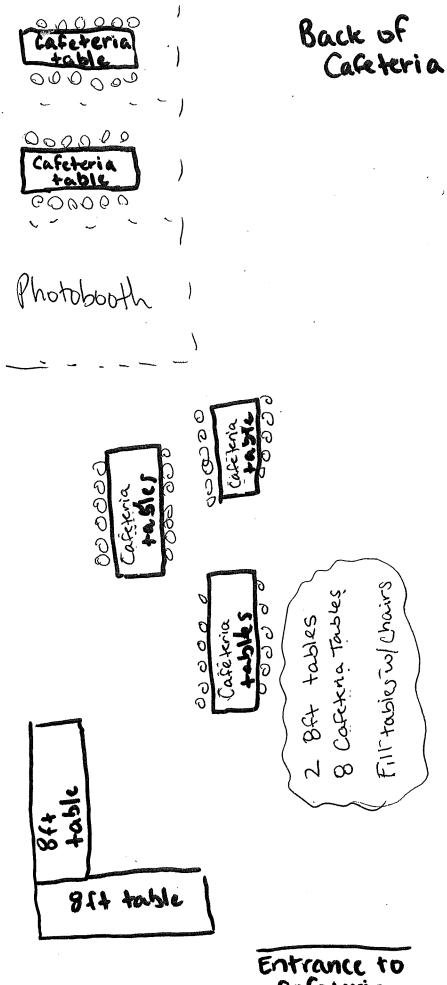
Pioneer Career and Technology Center

ATTN: Director of Business Affairs 27 Ryan Road, Shelby, OH 44875

Part I - To be completed by organization requesting building utilization						
			etup Time	Tear Down	Date Request Submitted	
Date(s) 11/19/2024 Activity: Day(s) Tuesday				Time	September 12, 2024	
Event Time(s) 5:30 - 6:30			2:30 PM	19:00	Room(s) / Area Requested:	
Name of Organization and Event Being Held			Number of	-	Cafeteria	
Preschool Fall Festival			Attending			
			арр	approx. 100		
Address 27 Ryan Rd			Services to be provided by outside person(s)/vendors			
			(i.e. caterer, photographer, etc.)			
Contact Person: Lexi Dye			Business Name:			
Phone Numbers: Home:			Contact Person:			
Work: _ext _42600 Cell:			Phone Number:			
	Address:					
PCTC Requested Services: (Identify No. Needed) <u>Café</u> OR			If specific hookup/utility needs are required see attached:			
			(check one)Yes orNo			
Room Setup Electronic Culinary Art			Estimated time of arrival at Pioneer for setup/delivery:			
x Chairs Microphone Drinks			·			
x Tables Ovrhd. Proj. Snacks		nacks	Other/Specify:			
Chalkboard Video	Camera Bı	reakfast				
Lectern Video	RecorderL	uncheon				
Coat Racks Internet Access Dinner						
For specific room setup, see attached design: (check one)			Date of contact with Cafeteria/Culinary Arts Services			
X Yes or No			if used for this event:			
Part II - To be completed by PCTC Personnel			Responsibility Notice			
Estimate Calculation of Fees: Attach any pertinent papers.			It is understood that our organization assumes full responsibility for any damage to the building and equipment.			
Rental						
Custodial Services						
Food Services			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.			
Other						
Total Fee Estimate						
Note: Final invoice billing based upon actual costs			- Cveni/ac	Alvity.		
following the event/activity.			Any and all information on this form may be shared with the public through our publicly accessed calendar.			
Upon receipt of invoice, please make check payable to: Pioneer CTC						
						Action Taken Date By
Approved and Booked	9/13/24 6	mp				
Billed for Services			Signature (person 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 utilization areas of the school. Thank you for selecting Pioneer for your event!

Revised 07/15



Scarecrow Pressup relay Cafekria 000000 Candy Com Ring Toss (afeteria table 00000

D=Ehairs

Cafeteria