

# 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) <b>11/13/2024</b> Activity: Day(s) <b>1</b> Event Time(s) <b>7:45 - 2:00</b>	Setup Time <b>7:45</b>	Tear Down Time <b>9:00</b>	Date Request Submitted <b>October 18, 2024</b> Room(s) / Area Requested: <b>Community Room</b>
Name of Organization and Event Being Held <b>Live &amp; Learn</b>		Number of Persons Attending Meeting <b>20</b>	
Address <b>27 Ryan Rd.</b>		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.) Business Name: _____ Contact Person: _____ Phone Number: _____ Address: _____	
Contact Person: <b>Morgan Schumacher</b> Phone Numbers: Home: _____ Work: <b>419 347-7744</b> Cell: _____		If specific hookup/utility needs are required see attached: (check one) <u>    </u> <b>Yes</b> or <u>    </u> <b>No</b> Estimated time of arrival at Pioneer for setup/delivery: _____ Other/Specify: _____	
PCTC Requested Services: (Identify No. Needed) <input checked="" type="checkbox"/> <u>Café</u> OR <input type="checkbox"/> <u>Culinary Arts</u> <input type="checkbox"/> <u>Room Setup</u> <input type="checkbox"/> <u>Electronic</u> <input checked="" type="checkbox"/> <u>Drinks</u> <input type="checkbox"/> <u>Chairs</u> <input type="checkbox"/> <u>Microphone</u> <input type="checkbox"/> <u>Snacks</u> <input type="checkbox"/> <u>Tables</u> <input checked="" type="checkbox"/> <u>Ovrhd. Proj.</u> <input type="checkbox"/> <u>Breakfast</u> <input type="checkbox"/> <u>Chalkboard</u> <input type="checkbox"/> <u>Video Camera</u> <input type="checkbox"/> <u>Luncheon</u> <input type="checkbox"/> <u>Lectern</u> <input type="checkbox"/> <u>Video Recorder</u> <input type="checkbox"/> <u>Dinner</u> <input type="checkbox"/> <u>Coat Racks</u> <input type="checkbox"/> <u>Internet Access</u>		Date of contact with Cafeteria/Culinary Arts Services if used for this event: _____	
For specific room setup, see attached design: (check one) <input type="checkbox"/> <b>Yes</b> or <input type="checkbox"/> <b>No</b>			

## Part II - To be completed by PCTC Personnel

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: <p style="text-align: center;"><b>Pioneer CTC</b></p>	<h3 style="text-align: center;">Responsibility Notice</h3> 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>  <p style="text-align: right;"><i>Morgan Schumacher</i></p> _____ Signature (person in charge of activity) Date: <u>10/18/2024</u>												
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:30%;">Action Taken</th> <th style="width:30%;">Date</th> <th style="width:40%;">By</th> </tr> </thead> <tbody> <tr> <td>Approved and Booked</td> <td style="text-align: center;"><i>10/18/24</i></td> <td style="text-align: center;"><i>MS</i></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	<i>10/18/24</i>	<i>MS</i>	Billed for Services			Referred to Board			
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