

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) 8/15/2023 Activity: Day(s) Tuesday Event Time(s) 8:45 AM	Setup Time 7:30	Tear Down Time 4:00	Date Request Submitted May 30, 2023 Room(s) / Area Requested: W134 Shelly Ackley's Room, Community Room
Name of Organization and Event Being Held Discipline Co-Hort		Number of Persons Attending Meeting 30	
Address Contact Person: Tina Hurst, ext. 42200 Phone Numbers: Home: _____ Work: _____ Cell: _____		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.) Business Name: _____ Contact Person: _____ Phone Number: _____ Address: _____	
PCTC Requested Services: (Identify No. Needed) Room Setup Electronic Café OR Culinary Arts <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 checked="" type="checkbox"/> Yes or ___ No		If specific hookup/utility needs are required see attached: (check one) ___ Yes or ___ No Estimated time of arrival at Pioneer for setup/delivery: _____ Other/Specify: _____ 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	6/20/23	lkl
Billed for Services		
Referred to Board		

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)
 Date: 6/15/23

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

Thank you for selecting Pioneer for your event!