

# 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>4/23/2025</b>	Setup Time	Tear Down Time	Date Request Submitted
Activity: Day(s) <b>Wednesday</b>			<b>June 10, 2024</b>
Event Time(s) <b>7:00-8:30 pm</b>	<b>7:00</b>	<b>9:00</b>	Room(s) / Area Requested:
Name of Organization and Event Being Held <b>Pioneer Honors Night - Set Up April 22nd please</b>	Number of Persons Attending Meeting <b>800</b>		<b>ARENA</b>
Address	Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)		
Contact Person: <b>Tina Hurst, ext. 42200</b>	Business Name: _____		
Phone Numbers: Home: _____	Contact Person: _____		
Work _____ Cell: _____	Phone Number: _____		
PCTC Requested Services: (Identify No. Needed)	Address: _____		
<input checked="" type="checkbox"/> Room Setup	<input checked="" type="checkbox"/> Electronic	<input type="checkbox"/> Café OR <input type="checkbox"/> Culinary Arts	
<input checked="" type="checkbox"/> Chairs	<input checked="" type="checkbox"/> Microphone	<input type="checkbox"/> Drinks	
<input checked="" type="checkbox"/> Tables	<input type="checkbox"/> Ovrhd. Proj.	<input type="checkbox"/> Snacks	
<input type="checkbox"/> Chalkboard	<input type="checkbox"/> Video Camera	<input type="checkbox"/> Breakfast	
<input checked="" type="checkbox"/> Lectern	<input type="checkbox"/> Video Recorder	<input type="checkbox"/> Luncheon	
<input checked="" type="checkbox"/> Coat Racks	<input type="checkbox"/> Internet Access	<input type="checkbox"/> Dinner	
For specific room setup, see attached design: (check one)	attached: (check one) <input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No		
<input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No	Estimated time of arrival at Pioneer for setup/delivery <b>*Set Up on Tuesday, April 22-ready to go in AM</b>		
	Other/Specify: _____		
	<b>*set up all chairs with center aisle; hort will provide plants for stage area - see diagram for specific set up</b>		
	Date of contact with Cafeteria/Culinary Arts Services if used for this event _____		

## Part II - To be completed by PCTC Personnel

<b>Responsibility Notice</b> 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>														
Estimate Calculation of Fees: Attach any pertinent paper 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: <b>Pioneer CTC</b>														
<table border="1"> <thead> <tr> <th>Action Taken</th> <th>Date</th> <th>By</th> </tr> </thead> <tbody> <tr> <td>Approved and Booked</td> <td>6/20/24</td> <td>[Signature]</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	6/20/24	[Signature]	Billed for Services			Referred to Board			Signature (person in charge of activity) _____ Date: _____	
Action Taken	Date	By												
Approved and Booked	6/20/24	[Signature]												
Billed for Services														
Referred to Board														

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!**

# HONDAS NIGHT SETUP

Stage (rails down) Curtains pulled



2 8 ft. tables next to stairs

x Flag

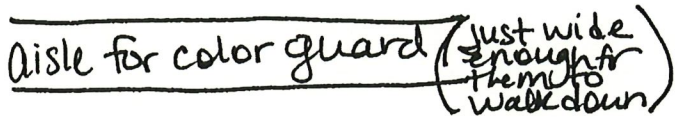
x x x x x x x x x x  
Set up all chairs



podium

x Flag

x x x x x x x x x x  
Set up all chairs



Aisle for color guard (just wide enough for them to walk down)



2 rows of presenter chairs - 10 each

x x x x x x x x x x  
x x x x x x x x x x



table for programs

Arena Entrance

x x x x x x  
x x x x x x  
x x x x x x  
x x x x x x  
x x x x x x  
30 chairs at angle for partner dismiss attendees

Extra Chair Set up  
x x x x x x  
x x x x x x  
x x x x x x