

# 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>9/4/24-12/9/24</b> Activity: Day(s) <b>Mondays and Wednesdays</b> Event Time(s) <b>4:30 - 8:30 pm</b>	Setup Time	Tear Down Time	Date Request Submitted <b>July 9, 2024</b>
Name of Organization and Event Being Held <b>Fall Phlebotomy Classes - Adult Ed</b>			Room(s) / Area Requested: <b>Med Tech Classroom</b>
Address <b>27 Ryan Road Shelby OH 44875</b>		Number of Persons Attending Meeting <b>15</b>	
Contact Person: <b>D. Paullin/J. White</b> Phone Numbers: Home: _____ Work: <b>419 342-1100</b> 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) _____ Café OR _____ Culinary Arts Room Setup      Electronic _____ Chairs      _____ Microphone      _____ Drinks _____ 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) _____ 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 ..... <p style="text-align: center;"><b>Total Fee Estimate</b> _____</p> Note: 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>												
<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>7/9/24</td> <td>JWC</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	7/9/24	JWC	Billed for Services			Referred to Board			<p style="text-align: center;">                   _____                  Signature (person in charge of activity)                  Date: <u>7/9/24</u> </p>
Action Taken	Date	By											
Approved and Booked	7/9/24	JWC											
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.

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