

*JS*

# 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>Aug. 22 &amp; Aug. 23, 2024</b>	Setup Time	Tear Down Time	Date Request Submitted																					
Activity: Day(s) <b>8/22/24 &amp; 8/23/24</b>			<b>June 10, 2024</b>																					
Event Time(s) <b>9-10 am &amp; 12:30 - 1:30</b>	<b>8/21/2024</b>	<b>8/23/2024</b>	Room(s) / Area Requested:																					
Name of Organization and Event Being Held <b>Student Handbook Meetings</b>		Number of Persons Attending Meeting <b>350</b>	<b>Arena</b>																					
Address <b>Pioneer CTC</b>		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)																						
Contact Person: <b>Jolene Young</b>		Business Name: _____																						
Phone Numbers: Home: _____		Contact Person: _____																						
Work: _____ Cell: <b>419 631-5224</b>		Phone Number: _____																						
Address: _____		Address: _____																						
PCTC Requested Services: (Identify No. Needed)		If specific hookup/utility needs are required see attached: (check one) <u>    </u> <b>Yes</b> or <u>    </u> <b>No</b>																						
<table border="0"> <tr> <td><u>    </u> Café</td> <td>OR</td> <td><u>    </u> Culinary Arts</td> </tr> <tr> <td><u>  x  </u> Room Setup</td> <td></td> <td><u>    </u> Electronic</td> </tr> <tr> <td><u>  x  </u> Chairs</td> <td><u>  x  </u> Microphone</td> <td><u>    </u> Drinks</td> </tr> <tr> <td><u>    </u> Tables</td> <td><u>  x  </u> Ovrhd. Proj.</td> <td><u>    </u> Snacks</td> </tr> <tr> <td><u>    </u> Chalkboard</td> <td><u>    </u> Video Camera</td> <td><u>    </u> Breakfast</td> </tr> <tr> <td><u>  x  </u> Lectern</td> <td><u>    </u> Video Recorder</td> <td><u>    </u> Luncheon</td> </tr> <tr> <td><u>    </u> Coat Racks</td> <td><u>  x  </u> Internet Access</td> <td><u>    </u> Dinner</td> </tr> </table>		<u>    </u> Café	OR	<u>    </u> Culinary Arts	<u>  x  </u> Room Setup		<u>    </u> Electronic	<u>  x  </u> Chairs	<u>  x  </u> Microphone	<u>    </u> Drinks	<u>    </u> Tables	<u>  x  </u> Ovrhd. Proj.	<u>    </u> Snacks	<u>    </u> Chalkboard	<u>    </u> Video Camera	<u>    </u> Breakfast	<u>  x  </u> Lectern	<u>    </u> Video Recorder	<u>    </u> Luncheon	<u>    </u> Coat Racks	<u>  x  </u> Internet Access	<u>    </u> Dinner	Estimated time of arrival at Pioneer for setup/delivery: _____	
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For specific room setup, see attached design: (check one) <u>    </u> <b>Yes</b> or <u>    </u> <b>No</b>		Other/Specify: <u>    </u> <b>Lectern placed in the front of the stage on the floor.</b> <b>2 aisle ways in between groups of chairs (at least 1)</b>																						
		Date of contact with Cafeteria/Culinary Arts Services if used for this event: _____																						

## Part II - To be completed by PCTC Personnel

## Responsibility Notice

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	6/20/24	JWK
Billed for Services		
Referred to Board		

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.**

*Jolene Young*  
Signature (person in charge of activity)  
Date: 6/10/24

It is the policy of Pioneer Career & Technology Center to use these funds for the direct use, improvement, and

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