

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) 9/24/2024		Setup Time	Tear Down Time	Date Request Submitted
Activity: Day(s) Tuesday				August 26, 2024
Event Time(s) 5:30 - 7:00		2:30 PM	19:00	Room(s) / Area Requested:
Name of Organization and Event Being Held Preschool and Childcare Meet n Greet picnic		Number of Persons Attending Meeting approx. 100		ECE playground OR cafeteria if it rains
Address 27 Ryan Rd		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)		
Contact Person: Lexi Dye		Business Name: _____		
Phone Numbers: Home: _____		Contact Person: _____		
Work: ext 42600 Cell: _____		Phone Number: _____		
PCTC Requested Services: (Identify No. Needed)		Address: _____		
<input type="checkbox"/> Café OR <input checked="" type="checkbox"/> Room Setup <input type="checkbox"/> Electronic <input type="checkbox"/> Culinary Arts <input checked="" type="checkbox"/> Chairs <input 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 type="checkbox"/> Lectern <input type="checkbox"/> Video Recorder <input type="checkbox"/> Luncheon <input type="checkbox"/> Coat Racks <input type="checkbox"/> Internet Access <input type="checkbox"/> Dinner		If specific hookup/utility needs are required see attached: (check one) <input type="checkbox"/> Yes or <input type="checkbox"/> No Estimated time of arrival at Pioneer for setup/delivery: _____ Other/Specify: _____ _____ _____		
For specific room setup, see attached design: (check one)		Date of contact with Cafeteria/Culinary Arts Services		
<input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No		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			<p align="center">Responsibility Notice</p> <p>It is understood that our organization assumes full responsibility for any damage to the building and equipment.</p> <p>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.</p> <p>Any and all information on this form may be shared with the public through our publicly accessed calendar.</p> <p>_____ Signature (person in charge of activity)</p> <p>Date: _____</p>		
Action Taken	Date	By			
Approved and Booked	8/26/24	LDK			
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!

Preschool
Playground

Swings
&
mulch

x x x x 4 chairs

8ft table

Toddler
Playground

8ft
table

8ft
table

Building

8ft
table

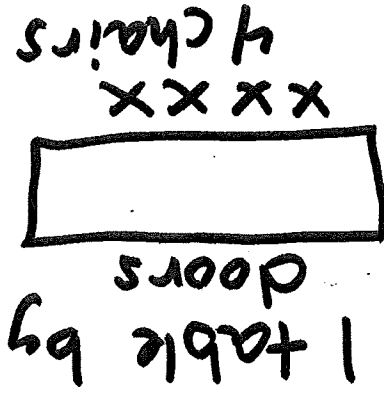
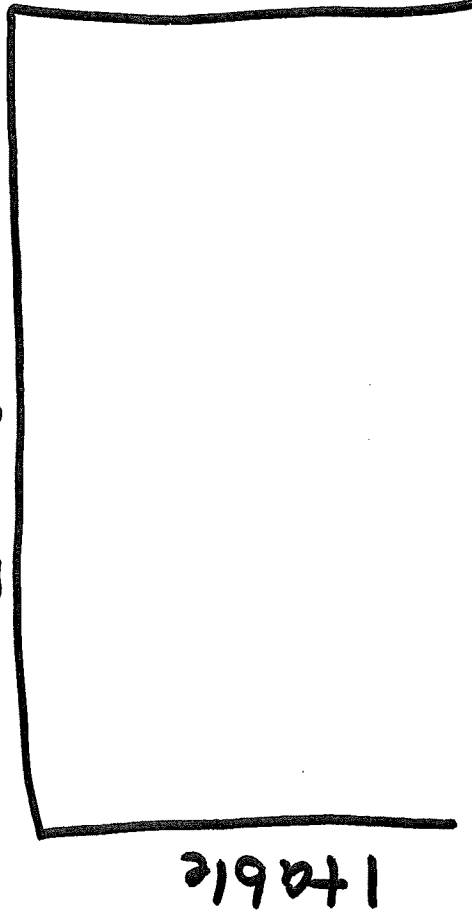
8ft
table

Gate

Totals : 5 tables & 4 Chairs

Plan Option - Cafeteria Setup

2 tables



Totals: 5 tables + 4 chairs