

Building Utilization Request



Pioneer Career and Technology Center ATTN: Director of Business Affairs

27 Ryan Road, Shelby, OH 44875

Date (s) 1/21/2026, 3/18/2026 Setup Time Time Time Time July 28, 2025	Part I - To be completed by organization requesting building utilization				
Activity: Day(s) Event Time(s) 8:30 - 10:00 S:00 10:00 S:00	Date(s) 1/21/2026, 3/18/2026	Setup Time		Date Request Submitted	
Event Time(s) 8:30 - 10:00 Number of Persons Room(s) / Area Requested:			Time	July 28, 2025	
Name of Organization and Event Being Held Pioneer Partner School Counselor Meeting Address 27 Ryan Rd, Shelby OH 44875 Contact Person: Dan Burtscher Phone Numbers: Home: Contact Person: Meeting Phone Numbers: Meeting Phone Number: M	Event Time(s) 8:30 - 10:00	8:00	10:00		
Address 27 Ryan Rd, Shelby OH 44875 Contact Person: Dan Burtscher Phone Numbers: Home: Contact Person: Work: 42252 Cell: 419 6312147 PCTC Requested Services: (Identify No. Needed) Chairs Microphone Drinks Tables Ovrhd. Proj. Snacks Chalkboard Video Camera x Breakfast Lectern Video Recorder Luncheon Coat Racks Internet Access Dinner For specific room setup, see attached design: (check one) Yes or No Part II - To be completed by PCTC Personnel Estimate Calculation of Fees: Attach any pertinent papers. Rental				Pioneer Room	
Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.) Contact Person: Dan Burtscher Phone Numbers: Home: Contact Person: Phone Number: Address: Person: Phone Number: Address: Phone Number: Address: Specific hookup/utility needs are required see attached: (check one) Yes or No Estimated time of arrival at Pioneer for setup/delivery: Person Indicate Person: Phone Number: Address: Chairs Microphone Drinks Address: Chairs Microphone D		Attending			
Contact Person: Dan Burtscher Home:					
Contact Person: Dan Burtscher Phone Numbers: Work: 4225 Cell: 419 6312147 PCTC Requested Services: (Identify No. Needed) K Café OR Room Setup Chairs Microphone Drinks Tables Ovrhd. Proj. Snacks Chairs Video Camera X Breakfast Lectern Video Recorder Luncheon Coat Racks Internet Access Dinner For specific room setup, see attached design: (check one) Yes or No Part II - To be completed by PCTC Personnel Estimate Calculation of Fees: Attach any pertinent papers. Rental	Address				
Phone Numbers	27 Ryan Rd, Shelby OH 44875	(i.e. catere	(i.e. caterer, photographer, etc.)		
Phone Numbers	Contact Person: Dan Burtscher	Business N	Business Name:		
Procedure Proc	Phone Numbers: Home:		C + + P		
Address: PCTC Requested Services: (Identify No. Needed)			Phone Number:		
PCTC Requested Services: (Identify No. Needed) Room Setup					
X Cafe OR Culinary Arts Electronic Culinary Arts Estimated time of arrival at Pioneer for setup/delivery:	PCTC Requested Services: (Identify No. Needed)				
Chairs Microphone Drinks Tables Ovrhd, Proj. Snacks Chalkboard Video Camera x Breakfast Lectern Video Recorder Luncheon Coat Racks Internet Access Dinner For specific room setup, see attached design: (check one) Yes or No Part II - To be completed by PCTC Personnel Estimate Calculation of Fees: Attach any pertinent papers. Rental					
Tables Ovrhd. Proj. Snacks Chalkboard Video Camera x Breakfast Lectern Video Recorder Luncheon Coat Racks Internet Access Dinner For specific room setup, see attached design: (check one) Yes or No Part II - To be completed by PCTC Personnel Estimate Calculation of Fees: Attach any pertinent papers. Rental	Room Setup Electronic Culinary Art	Estimated	Estimated time of arrival at Pioneer for setup/delivery:		
Chalkboard	Chairs Microphone Drinks				
Chalkboard	Tables Ovrhd. Proj Snacks	Other/Spe	Other/Specify:		
Coat Racks Internet Access Dinner For specific room setup, see attached design: (check one) Yes or No Part II - To be completed by PCTC Personnel Estimate Calculation of Fees: Attach any pertinent papers. Rental	Chalkboard Video Camerax Breakfas				
Date of contact with Cafeteria/Culinary Arts Services To see or No No If used for this event:	Lectern Video Recorder Lunched	on	,		
Part II - To be completed by PCTC Personnel Estimate Calculation of Fees: Attach any pertinent papers. Rental	Coat Racks Internet Access Dinner				
Yes or No If used for this event:	For specific room setup, see attached design: (check one)	Date of co	Date of contact with Cafeteria/Culinary Arts Services		
Responsibility Notice		if used for			
Rental					
Rental	Estimate Calculation of Fees: Attach any pertinent papers.	It is und			
Custodial Services			responsibility for any damage to the building and		
Food Services A Security Deposit in the amount of \$ Other		equipme	ent.		
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 Approved and Booked Date By Approved and Booked Billed for Services 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)		Δ Secur	ity Denosit in th	ne amount of \$	
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 Approved and Booked Date Approved and Booked By Approved and Booked By Signature (person in charge of activity)					
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The following the event/activity. Upon receipt of invoice, please make check payable to: Pioneer CTC Any and all information on this form may be shared with the public through our publicly accessed calendar. Action Taken Approved and Booked The following the 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)		event/ac	event/activity.		
Upon receipt of invoice, please make check payable to: Pioneer CTC Action Taken Approved and Booked Billed for Services Any and all information on this form may be shared with the public through our publicly accessed calendar. Signature (person in charge of activity)	- 1				
Pioneer CTC Action Taken Approved and Booked By Signature (person in charge of activity)					
Action Taken Approved and Booked Approved and Booked Billed for Services Date By Signature (person in charge of activity)	1	With the			
Approved and Booked 7/ss/es K.K. Billed for Services Signature (person in charge of activity)	Action Taken Date Rv	Calcilua	`` <		
Billed for Services Signature (person in charge of activity)				75	
Difficultor Services	1 445 4		Signature (pers	son in charge of activity)	
Referred to Board Date: 7/27/25		Date:	. 1		

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!