Building Utilization Request



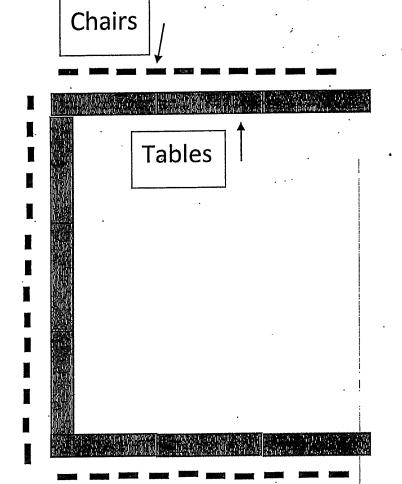
Pioneer Career and Technology Center

ATTN: Director of Business Affairs 27 Ryan Road, Shelby, OH 44875

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Date(s) 12/10/2025		Se	etup Time	Tear Down	Date Request Submitted
Activity: Day(s) Wednesday			ì	Time	October 24, 2025
Event Time(s) 9:00 - 10:00 & 12:30 -1:30		8:4	5 & 12:20	10:00 & 1:30	Room(s) / Area Requested:
Name of Organization and Event Being Held			Number o		Cafeteria
Breakfast & Lunch with Santa			Attending Meeting		
			appx 40 at each event		
Address 27 Ryan Rd.			Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)		
Shelby, OH 44875			(n.e. cateror, photographor, etc.)		
Contact Person: Juli Adair			Business Name:		
Phone Numbers: Home:			Contact Person:		
Work: ext 742600 Cell:			Phone Number:		
			Address:		
PCTC Requested Services: (Identify No. Needed)			If specific hookup/utility needs are required see attached:		
<u> </u>			(check one)Yes orNo		
Room Setup Electronic Culinary Arts		Estimated time of arrival at Pioneer for setup/delivery:			
X Chairs Microphone	Drinks		•		
X Tables Ovrhd. Proj.	Snacks		Other/Spe	cify:	
Chalkboard Video Camera	Breakfas	st			
Lectern Video Recorder	Lunched	n			
Coat Racks Internet Access	Dinner				
For specific room setup, see attached design: (check one)			Date of contact with Cafeteria/Culinary Arts Services		
X Yes or No			if used for this event:		
Part II - To be completed by PCTC Personnel			Responsibility Notice		
Estimate Calculation of Fees: Attach any pertinent papers.			It is understood that our organization assumes full		
Rental			responsibility for any damage to the building and		
Custodial Services			equipme	nt.	
Food Services			A Securi	ity Deposit in th	e amount of \$
Other			is required to confirm scheduling. This will be applied		
Total Fee Estimate			to final invoice upon satisfactory complete of		
Note: Final invoice billing based upon actual costs			event/act	tivity.	
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 Date	Ву		\sim \cap	\wedge	
Approved and Booked $10/27/3$	25 full		Sail	<u>i </u>	dan
Billed for Services			1	Signature (pers	on in charge of activity)
Referred to Board			Date:	10/24/	25
It is the policy of Pioneer Career & Technology Center to use Thank you for selecting Pioneer for your event!					

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

Please set up enough chairs and tables for to sit facing the pine tree wall. Thanks.





The wall with Pine Tree Painted