

# Building Utilization Request



COPY

## 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

Activity:	12/4/2025 Thursday	6:00 PM	8:00 PM	Date Request Submitted October 17, 2025
Event Time(s) 6:00 pm to 8:00 pm				Room(s) / Area Requested:
Name of Organization and Event Being Held 2025 Holiday Program with Santa		Number of Persons Attending Meeting approx. 200		Arena

Address 27 Ryan Rd.  
Shelby, OH 44875

Contact Person: Juli Adair

Phone Numbers: Home: \_\_\_\_\_  
Work: ext 742600 Cell: \_\_\_\_\_

PCTC Requested Services: (Identify No. Needed)

☒ Room Setup ☐ Electronic ☐ Culinary Arts

☒ Chairs 80 ☒ Microphone ☐ Drinks

☒ Tables 8 ☒ 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

Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)

Business Contact Phone Address If specified (check) Estimated Other

*Karen, 11/25/25*  
*This is a copy of the Utilization Form that was already submitted.*  
*The Room Setup has changed. The attached map shows the changes and the count of tables and chairs. Thanks, Juli.*

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 \_\_\_\_\_

**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		
Billed for Services		
Referred to Board		

### Responsibility Notice

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.

*Juli A. Adair*  
Signature (person in charge of activity)

Date: 10/17/25

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!

Stage and Screen For Movie  
Decorations

Tables - 7  
Chairs - 70

Kids Blanket Area  
to Watch Movie

Parents Chairs  
Parents Chairs  
Parents Chairs

popcorn  
cart

Hot Chocolate  
Party  
(table)

Conductor's  
Stand

Sign-In (table)  
Coat Table

Santa's Station

ornament  
Table  
Cookie  
Table  
Reindeer  
Table

Extra Supplies  
Extra Looks  
Table

Decorations