Building Utilization Request



Pioneer Career and Technology Center

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

Date(s) 4/14/2025 - 4/17/2025 Activity: Day(s) Mon, Tues, Wed, Thurs Event Time(s) 4:15-9:45 pm Name of Organization and Event Being Held Current Welding class - Make-up days Address 27 Ryan Road Shelby OH 44875 Contact Person: D. Paullin/J. White Phone Numbers: Home: Work: 419 342-1100 Cell: PCTC Requested Services: (Identify No. Needed) Chairs Microphone Drinks Tables Ovrhd. Proj. Chairs Microphone Drinks Tables Ovrhd. Proj. Snacks Ovrhd. Proj. Snacks Chairs Microphone Drinks Tables Ovrhd. Proj. Snacks Ovrhd. Proj. Snacks Ovr	Part I - To be completed by organization requesting building utilization					
Event Time(s) 4:15- 9:45 pm Name of Organization and Event Being Held Current Welding class - Make-up days Address 27 Ryan Road Shelby OH 44875 Contact Person: D. Paullin/J. White Phone Numbers: Home: Contact Person: Work: 419 342-1100 Cell: Phone Numbers: Home: Chairs Microphone Drinks Tables Ovrhd. Proj. Snacks Chairs Microphone Drinks Tables 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 Part II - To be completed by PCTC Personnel Estimate Calculation of Fees: Attach any pertinent papers. Rental	Date(s) 4/14/2025 - 4/17/2025		Setup Time		Date Request Submitted	
Name of Organization and Event Being Held Current Welding class - Make-up days Address 27 Ryan Road Shelby OH 44875 Contact Person: D. Paullin/J. White Phone Numbers: Home: Contact Person: Work: 419 342-1100 Cell: Phone Number: Home: Chairs Microphone Drinks Tables 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 Part II - To be completed by PCTC Personnel Estimate Calculation of Fees: Attach any pertinent papers. Rental	Activity: Day(s) Mon, Tues, Wed, Thurs			Time	March 28, 2025	
Attending Meeting 20 Address 27 Ryan Road Shelby OH 44875 Contact Person: D. Paullin/J. White Business Name: Contact Person: Home: Contact Person: Phone Numbers: Home: Contact Person: Phone Number: Address: Fispecific hookup/utility needs are required see attached: (check one) Yes or No No Estimated time of arrival at Pioneer for setup/delivery: Contact Person: Phone Number: Address: Fispecific hookup/utility needs are required see attached: (check one) Yes or No No Estimated time of arrival at Pioneer for setup/delivery: Contact Person: Phone Number: Address: Fispecific hookup/utility needs are required see attached: (check one) Yes or No No Estimated time of arrival at Pioneer for setup/delivery: Content Person: Phone Number: Address: Tispecific hookup/utility needs are required see attached: (check one) Yes or No No Estimated time of arrival at Pioneer for setup/delivery: Content Person: Phone Number: Address: Tispecific hookup/utility needs are required see attached: (check one) Yes or No No Estimated time of arrival at Pioneer for setup/delivery: Detection Date of contact with Cafeteria/Culinary Arts Services if used for this event: Date of contact with Cafeteria/Culinary Arts Services if used for this event: Date of contact with Cafeteria/Culinary Arts Services if used for this event: Date of contact with Cafeteria/Culinary Arts Services if used for this event: Pate of contact with Cafeteria/Culinary Arts Services if used for this event: Pate of contact with Cafeteria/Culinary Arts Services if used for this event: Pate of contact with Cafeteria/Culinary Arts Services if used for this event: Pate of contact with Cafeteria/Culinary Arts Services if used for this event: Pate of contact with Cafeteria/Culinary Arts Services if used for this event: Pate of contact with Cafeteria/	Event Time(s) 4:15- 9:45 pm		-		Room(s) / Area Requested:	
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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 Billed for Services No No Date of contact with Cafeteria/Culinary Arts Services if used for this event: Date of contact with Cafeteria/Culinary Arts Services if used for this event: Date of contact with Cafeteria/Culinary Arts Services if used for this event: Date of contact with Cafeteria/Culinary Arts Services if used for this event: Date of contact with Cafeteria/Culinary Arts Services if used for this event: Date of contact with Cafeteria/Culinary Arts Services if used for this event: Date of contact with Cafeteria/Culinary Arts Services if used for this event: Date of contact with Cafeteria/Culinary Arts Services if used for this event: Date of contact with Cafeteria/Culinary Arts Services if used for this event: Date of contact with Cafeteria/Culinary Arts Services if used for this event: Date of contact with Cafeteria/Culinary Arts Services if used for this event: Date of contact with Cafeteria/Culinary Arts Services if used for this event: Date of contact with Cafeteria/Culinary Arts Services if used for this event: Date of contact with Cafeteria/Culinary Arts Services if used for this event: Date of contact with Cafeteria/Culinary Arts Services			on			
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Rental	Part II - To be comple		Responsibility Notice			
Custodial Services	Estimate Calculation of Fees: Attach any pertinent papers.					
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 Approved and Booked Billed for Services 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. Signature (person in charge of activity)	Rental					
Other	Custodial Services	equipme	nt.			
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Billed for Services Signature (person in charge of activity)		3/31/25 16.10		Sulvo	WWD	
Referred to Board Date: 2/70/7075		1 1 5 10		Signature (pers	on in charge of activity)	
	Referred to Board		Date:	7/6	0/0005	

It is the policy of Pioneer Career & Technology Center to use Thank you for selecting Pioneer for your event! these funds for the direct use, improvement, and maintenance of the building utilization areas of the school.