

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

| | | | | | | | | | | | | | | | | | | | | | |
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| Date(s) 5/14/2025 | Setup Time | Tear Down Time | Date Request Submitted | | | | | | | | | | | | | | | | | | |
| Activity: Day(s) Wednesday | | | May 9, 2025 | | | | | | | | | | | | | | | | | | |
| Event Time(s) 4-10pm | 4pm | 10pm | Room(s) / Area Requested: | | | | | | | | | | | | | | | | | | |
| Name of Organization and Event Being Held Adult Education | Number of Persons Attending Meeting 2 | | Exercise Science Lab | | | | | | | | | | | | | | | | | | |
| Address | | Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.) | | | | | | | | | | | | | | | | | | | |
| Contact Person: Don Paullin | | Business Name: _____ | | | | | | | | | | | | | | | | | | | |
| Phone Numbers: Home: _____ | | Contact Person: _____ | | | | | | | | | | | | | | | | | | | |
| Work: _____ Cell: _____ | | Phone Number: _____ | | | | | | | | | | | | | | | | | | | |
| PCTC Requested Services: (Identify No. Needed) | | Address: _____ | | | | | | | | | | | | | | | | | | | |
| <table border="0"> <tr> <td><u>Room Setup</u></td> <td><u>Electronic</u></td> <td><u>Café</u> OR <u>Culinary Arts</u></td> </tr> <tr> <td>Chairs</td> <td>Microphone</td> <td>Drinks</td> </tr> <tr> <td>Tables</td> <td>Ovrhd. Proj.</td> <td>Snacks</td> </tr> <tr> <td>Chalkboard</td> <td>Video Camera</td> <td>Breakfast</td> </tr> <tr> <td>Lectern</td> <td>Video Recorder</td> <td>Luncheon</td> </tr> <tr> <td>Coat Racks</td> <td>Internet Access</td> <td>Dinner</td> </tr> </table> | | <u>Room Setup</u> | <u>Electronic</u> | <u>Café</u> OR <u>Culinary Arts</u> | Chairs | Microphone | Drinks | Tables | Ovrhd. Proj. | Snacks | Chalkboard | Video Camera | Breakfast | Lectern | Video Recorder | Luncheon | Coat Racks | Internet Access | Dinner | If specific hookup/utility needs are required see attached: (check one) <u>Yes</u> or <u>No</u> Estimated time of arrival at Pioneer for setup/delivery: _____ Other/Specify: _____ _____ _____ | |
| <u>Room Setup</u> | <u>Electronic</u> | <u>Café</u> OR <u>Culinary Arts</u> | | | | | | | | | | | | | | | | | | | |
| 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) <u>Yes</u> or <u>No</u> | | 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 | 5/13/25 | [Signature] |
| 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.

Donald Paull
Signature (person in charge of activity)

Date: 5/14/25

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!