

# Building Utilization Request



## Pioneer Career and Technology Center

ATTN: Director of Business Affair  
27 Ryan Road, Shelby, OH 4487

### Part I - To be completed by organization requesting building utilization

Date(s) <b>5/28/2025</b>	Setup Time	Tear Down Time	Date Request Submitted
Activity: Day(s) _____	<b>5 mins</b>	<b>5 mins</b>	<b>May 23, 2025</b>
Event Time(s) <b>12:19-1:00</b>			Room(s) / Area Requested: <b>community room</b>
Name of Organization and Event Being Held <b>home remodeling - pizza party</b>		Number of Persons Attending Meeting <b>24</b>	
Address <b>27 ryan rd</b>		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)	
Contact Person: <b>Terry Stuart</b>		Business Name: _____	
Phone Numbers: Home: _____		Contact Person: _____	
Work: <b>ext 42723</b> Cell: _____		Phone Number: _____	
PCTC Requested Services: (Identify No. Needed)		Address: _____	
<u>Café</u> OR <u>Room Setup</u> <u>Electronic</u> <u>Culinary Arts</u> <input checked="" type="checkbox"/> Chairs <u>Microphone</u> <u>Drinks</u> <input checked="" type="checkbox"/> Tables <u>Ovrhd. Proj.</u> <u>Snacks</u> <u>Chalkboard</u> <u>Video Camera</u> <u>Breakfast</u> <u>Lectern</u> <u>Video Recorder</u> <u>Luncheon</u> <u>Coat Racks</u> <u>Internet Access</u> <u>Dinner</u>		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: _____ _____ _____	
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

### Responsibility Notice

Estimate Calculation of Fees: Attach any pertinent papers. Rental ..... Custodial Services ..... Food Services ..... Other ..... <b>Total Fee Estimate</b> ..... <b>Note:</b> Final invoice billing based upon actual costs following the event/activity. Upon receipt of invoice, please make check payable to: <b>Pioneer CTC</b>			It is understood that our organization assumes full responsibility for any damage to the building and equipment.  A Security Deposit in the amount of <b>\$ 0.00</b> is required to confirm scheduling. This will be applied to final invoice upon satisfactory complete of event/activity.  <b>Any and all information on this form may be shared with the public through our publicly accessed calendar.</b>
<b>Action Taken</b>	<b>Date</b>	<b>By</b>	
Approved and Booked	<b>5/27/25</b>	<b>Tm</b>	
Billed for Services			
Referred to Board			

Terry Stuart

Signature (person in charge of activity)

Date: **5/23/25**

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

Thank you for selecting Pioneer for your event!