

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

Date(s) <u>1/7/2026 - 3/10/26</u>	Setup Time	Tear Down Time	Date Request Submitted <u>December 10.2025</u>
Activity: Day(s) <u>Mon, Tues, Wed, Thurs</u>			Room(s) / Area Requested: Welding Classroom & Lab W-159
Event Time(s) <u>5:00-9:30</u>	Number of Persons Attending Meeting		
Name of Organization and Event Being Held Adult Ed - Welding Class			

Address <u>27 Ryan Road Shelby OH 44875</u>	Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)
Contact Person: <u>D. Paullin/J. White</u>	Business Name: _____
Phone Numbers: Home: _____	Contact Person: _____
Work: <u>419 342-1100</u> Cell: _____	Phone Number: _____
Address: _____	

PCTC Requested Services: (Identify No. Needed)		
Room Setup	<u>Electronic</u>	<u>Café</u> OR <u>Culinary Arts</u>
Chairs	<u>Microphone</u>	<u>Drinks</u>
Tables	<u>Ovrhd. Proj.</u>	<u>Snacks</u>
Chalkboard	<u>Video Camera</u>	<u>Breakfast</u>
Lectern	<u>Video Recorder</u>	<u>Luncheon</u>
Coat Racks	<u>Internet Access</u>	<u>Dinner</u>
For specific room setup, see attached design: (check one)		
<u>Yes</u> or <u>No</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: _____ _____		
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	<u>12/11/25</u>	<u>JW/HC</u>
Billed for Services		
Referred to Board		

Signature (person in charge of activity)

Date: 12/10/25

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 of the building utilization areas of the school.