

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>3/19/2026</u>	Setup Time 7:00 AM	Tear Down Time 3:30 PM	Date Request Submitted January 5, 2026
Activity: Day(s) <u>Thursday</u>			Room(s) / Area Requested: Pioneer Library confirmed with Crystal Black
Event Time(s) <u>8:00 am - 3:00 pm</u>			
Name of Organization and Event Being Held Spring Picture Day - All Preschool - Lifetouch	Number of Persons Attending Meeting apprx. 40		

Address Pioneer Library 27 Ryan Rd. Shelby 44875	Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)
Contact Person: <u>Juli Adair ext 742600</u>	Business Name: _____
Phone Numbers: Home: _____	Contact Person: _____
Work: _____ Cell: _____	Phone Number: _____
Address: _____	

PCTC Requested Services: (Identify No. Needed)		
<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>X</u> <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	Responsibility Notice
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Estimate Calculation of Fees: Attach any pertinent papers.		
Rental	It is understood that our organization assumes full responsibility for any damage to the building and equipment.	
Custodial Services		
Food Services		
Other		
Total Fee Estimate _____		
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.		

Note: Final invoice billing based upon actual costs following the event/activity.		
Upon receipt of invoice, please make check payable to: Pioneer CTC		
Any and all information on this form may be shared with the public through our publicly accessed calendar.		

Action Taken	Date	By
Approved and Booked	<u>1/6/26</u>	<u>Juli A. Adair</u>
Billed for Services		Signature (person in charge of activity)
Referred to Board		Date: <u>1/5/26</u>

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!

hallawang in high school
volunteer

2011-2012

Picture person
sets up there
facing this direction
to take pictures