

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) Various beginning 1/15/2026	Setup Time	Tear Down Time	Date Request Submitted January 12, 2026
Activity: Day(s) Varies (Calendar attached)			Room(s) / Area Requested: DLTC
Event Time(s) 3:30- 7:30pm	Number of Persons Attending Meeting		
Name of Organization and Event Being Held Adult Ed Staff - 2026 LPN Class			
Address 27 Ryan Road Shelby OH 44875	Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)		
Contact Person: D. Paullin/J. White	Business Name: _____		
Phone Numbers: _____	Contact Person: _____		
Work: 419 342-1100 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>	
<u>Chairs</u>	<u>Microphone</u>	<u>Drinks</u>	
<u>Tables</u>	<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>	
For specific room setup, see attached design: (check one)			
<input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No			
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	1/14/26	KK	
Billed for Services			
Referred to Board			
If specific hookup/utility needs are required see attached: (check one) <input type="checkbox"/> Yes or <input type="checkbox"/> No			
Estimated time of arrival at Pioneer for setup/delivery: _____			
Other/Specify: _____ _____ _____ _____			
Date of contact with Cafeteria/Culinary Arts Services if used for this event: _____			

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.

Signature (person in charge of activity)

Date:

1/12/2026

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!

Revised 07/15

January 2026

Julie

2026 CPN Class
Needs Platinum-DTC
Public Dues

February 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
3						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15 330-500 ✓	16	17
18	19	20 330-630 ✓	21	22 330-500 ✓	23	24
25	26	27 330-630 ✓	28	29 330-500 ✓	30	31

February 2026

March 2026						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
	8	9	10	11	12	13
	15	16	17	18	19	20
	22	23	24	25	26	27
	29	30	31	1	2	3
						4

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 3 30.6.30	4 3 30.6.30	5 3 30.6.30	6 3 30.6.30	7	
8	9 3 30.5.00	10 3 30.6.30	11 3 30.6.30	12 3 30.5.00	13 3 30.5.00	14
15	16 3 30.6.30	17 3 30.6.30	18 3 30.5.00	19 3 30.5.00 7.10pm	20 3 30.5.00	21
22	23 3 30.6.30	24 3 30.6.30	25 3 30.6.30	26 3 30.6.30	27 3 30.6.30	28

March 2026

April 2026

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 320-630 ✓	3	4 330-630 ✓	5	6	7
8	9	10 330-630	11 330-630	12	13	14
15	16 330-630 ✓	17	18 330-500 ✓	19	20	21
22	23 330-530 ✓	24 330-630 ✓	25	26	27	28
29	30 330-630 ✓	31 330-630 ✓	1	2	3	4

April 2026

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1 <i>32-630</i> ↘	2 <i>330-630</i> ↘	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2