

Building Utilization Request



Pioneer Career and Technology Center

ATTN: Director of Business Affairs
27 Ryan Road, Shelby, OH 44875

★ See back for conflicts

Part I - To be completed by organization requesting building utilization

Date(s) <u>1/12/2026 - 12/ 11/2026</u>		Setup Time	Tear Down Time	Date Request Submitted January 7, 2026
Activity: Day(s) Mon, Tues, Wed, Thurs, Fri				Room(s) / Area Requested: C109 & C114
Event Time(s) 3:30- 10:00pm				
Name of Organization and Event Being Held Adult Ed - 2026 LPN Cohort		Number of Persons Attending Meeting		
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: Home: _____		Contact Person: _____		
Work: 419 342-1100 Cell: _____		Phone Number: _____		
Address: _____		Address: _____		
PCTC Requested Services: (Identify No. Needed)		If specific hookup/utility needs are required see attached: (check one) <u>Yes</u> or <u>No</u>		
<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) X Yes or No		Estimated time of arrival at Pioneer for setup/delivery: _____		
		Other/Specify: <u>* We need 21 tables & 41 chairs in C109 to accomodate the class' size. Thank You every class session.</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	<u>1/8/26</u>	<u>[Signature]</u>
Billed for Services		
Referred to Board		

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.

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]
Signature (person in charge of activity)
Date: 1/7/2026

Thank you for selecting Pioneer for your event!

Room Conflicts

26-29th
P. Arts in
Comm. Room

C009

1/29 Sophomore Open House

~~2/5 + 2/12 Conferences~~

2/24 O'Reilly Auto Parts

5/6 New Student Orientation

C114

1/13 - CTE Licensure Class

2/10 - CTE Licensure Class

3/10 - CTE Licensure Class

4/14 - CTE Licensure Class

5/12 - CTE Licensure Class

6/9 - CTE Licensure Class