

# Building Utilization Request



# Pioneer Career and Technology Center

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

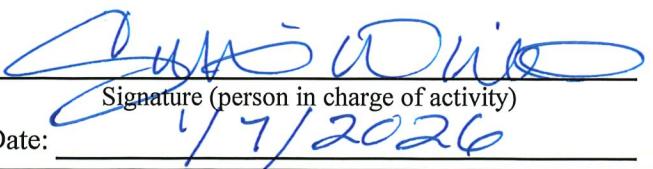
## Part I - To be completed by organization requesting building utilization

Date(s) <u>1/12/2026 - 12/11/2026</u>	Setup Time Activity: Day(s) <u>Mon, Tues, Wed, Thurs, Fri</u> Event Time(s) <u>3:30- 10:00pm</u>	Tear Down Time	Date Request Submitted <u>January 7, 2026</u>
Name of Organization and Event Being Held <b>Adult Ed - 2026 LPN Cohort</b>			Number of Persons Attending Meeting
Address <b>27 Ryan Road Shelby OH 44875</b>			
Contact Person: <b>D. Paullin/J. White</b>	Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)		
Phone Numbers: Home: _____	Business Name: _____		
Work: <b>419 342-1100</b> Cell: _____	Contact Person: _____		
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)			
<input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No			
<b>Part II - To be completed by PCTC Personnel</b>			
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>			
Action Taken	Date	By	
Approved and Booked	<u>1/8/26</u>	<u>hlc</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.

Thank you for selecting Pioneer for your event!

Revised 07/15

  
Signature (person in charge of activity)

Date: 1/7/2026

## Room Conflicts

1/29 ~~Sophomore Open House~~ C109

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

2/24 O'Reilly Auto Parts

5/16 New Student Orientation

2/6-2/9  
P.A.T.S. in  
Comm. Room

2/11/4

1/13 - CTE Licensure Class

2/10 - CTE Licensure Class

3/10 - CTE Licensure Class

4/11/4 - CTE Licensure Class

5/12 - CTE Licensure Class

6/19 - CTE Licensure Class