

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>2/3/2026</u>		Setup Time 10:00	Tear Down Time 12:30	Date Request Submitted January 14, 2026
Activity: Day(s) _____				Room(s) / Area Requested: DLTC
Event Time(s) 10:15-11:00, 11:45-12:30		Number of Persons Attending Meeting 50		
Name of Organization and Event Being Held Army Natl Guard presentation-Construction Labs		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)		
Address				
Contact Person: <u>Tasha Lisle</u>		Business Name: _____		
Phone Numbers: Home: _____		Contact Person: _____		
Work: _____ Cell: _____		Phone Number: _____		
Address: _____				
PCTC Requested Services: (Identify No. Needed)				
<u>Café</u> OR <u>Culinary Arts</u>				
<u>Room Setup</u>	<u>Electronic</u>	<u>Microphone</u>	<u>Drinks</u>	<u>Ovrhd. Proj.</u>
Chairs				
Tables				
Chalkboard				
Lectern				
Coat Racks				
For specific room setup, see attached design: (check one)				
<u>Yes</u> or <u>No</u>				
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>1/14/26</u>	<u>km/1C</u>	Tasha Lisle	
Billed for Services			Signature (person in charge of activity)	
Referred to Board			Date: <u>1/14/26</u>	

It is the policy of Pioneer Career & Technology Center to use these funds for the direct use, improvement, and maintenance

Thank you for selecting Pioneer for your event!