

Building Utilization Request



Pioneer Career and Technology Center

ATTN: Director of Business Affairs
27 Ryan Road, Shelby, OH 4487

Part I - To be completed by organization requesting building utilization

Date(s) <u>3/27/2026</u>	<u>3/26/25</u>	Tear Down Time	Date Request Submitted
Activity: Day(s) <u>1</u>			<u>January 14, 2026</u>
Event Time(s) <u>11:00 - 12:30</u>	<u>3/27/26</u>		Room(s) / Area Requested:
Name of Organization and Event Being Held Senior Citizens Lunch and Learn		Number of Persons Attending Meeting 100	Arena
Address		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)	
Contact Person: <u>Jolene Young</u>		Business Name: _____	
Phone Numbers: Home: _____		Contact Person: _____	
Work: _____ Cell: _____		Phone Number: _____	
Address: _____		Address: _____	

PCTC Requested Services: (Identify No. Needed)

<u>Room Setup</u>	<u>Electronic</u>	<u>Café</u> OR
<input checked="" type="checkbox"/> Chairs	<input checked="" type="checkbox"/> Microphone	<input checked="" type="checkbox"/> Culinary Arts
<input checked="" type="checkbox"/> Tables	<input checked="" type="checkbox"/> Ovrhd. Proj.	<input type="checkbox"/> Drinks
Chalkboard	<input type="checkbox"/> Video Camera	<input type="checkbox"/> Snacks
<input checked="" type="checkbox"/> Lectern	<input type="checkbox"/> Video Recorder	<input type="checkbox"/> Breakfast
<input checked="" type="checkbox"/> Coat Racks	<input checked="" type="checkbox"/> Internet Access	<input type="checkbox"/> Luncheon
		<input type="checkbox"/> Dinner

For specific room setup, see attached design: (check one)

Yes or 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	<u>1/14/26</u>	<u>Jolene Y</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

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.

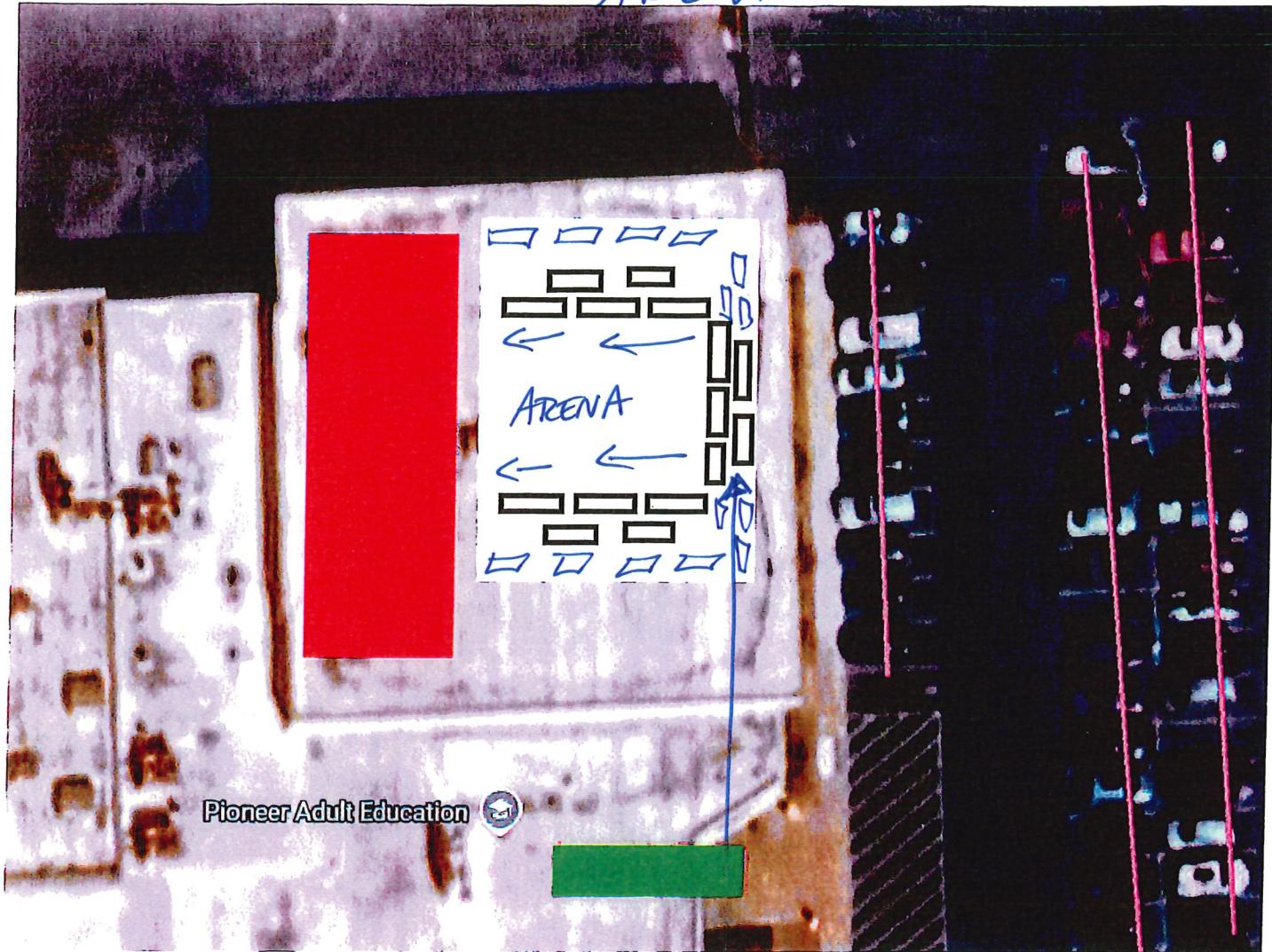
Any and all information on this form may be shared with the public through our publicly accessed calendar.

Signature (person in charge of activity)

Date: 1/14/26

Thank you for selecting Pioneer for your event!

SENIOR CITIZENS LUNCH + LEARN
FRIDAY, MARCH 27, 2026
11-12:30
ARENA



* Need 28 long tables

* 4 chairs at each table - facing the center of the arena

PLEASE KEEP this set of long tables away from the wall. Move U shape of tables more towards the stage.