

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>2/16/26; 3/16; 4/20; 5/18; 6/15; 7/20; 8/17; 9/21; 10/19; 11/16</u> Activity: Day(s) <u>Monday</u> Event Time(s) <u>6:00 PM</u>		Set Up Time <u>1:00 PM</u>	Tear Down Time <u>After Mtg</u>	Date Request Submitted <u>January 22, 2026</u>
Name of Organization and Event Being Held <u>2026 Monthly Board of Education Meetings (Feb - Nov)</u>		Number of Persons Attending Meeting <u>20</u>		Room(s) / Area Requested: <u>Board of Education Conference Room</u>
Address Contact Person: <u>Mindy Hiatt</u> Phone Numbers: Home: _____ Work <u>742101</u> Cell: _____		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.) Business Name: _____ Contact Person: _____ Phone Number: _____ Address: _____ Attached: (check one) <u>Yes</u> or <u>No</u> Estimated time of arrival at Pioneer for setup/delivery: _____ Other/Specify: _____ Date of contact with Cafeteria/Culinary Arts Services if used for this event <u>1/10/2024 I will contact Jasor</u>		
PCTC Requested Services: (Identify No. Needed) <u>Café</u> OR <u>Culinary Arts</u> Room Setup Electronic _____ <input checked="" type="checkbox"/> Chairs Microphone Drinks <input checked="" type="checkbox"/> Tables Ovrhd. Proj. Snacks Chalkboard Video Camera Breakfast Lectern Video Recorder Luncheon Coat Racks Internet Access Dinner For specific room setup, see attached design: (check one) <u>Yes</u> or <u>X No</u>				

Part II - To be completed by PCTC Personnel

Responsibility Notice

Estimate Calculation of Fees: Attach any pertinent paper 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			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.
Action Taken <u>OK</u>	Date <u>1/23/26</u>	By <u>Mindy Hiatt</u>	Signature (person in charge of activity) <u>Mindy Hiatt</u> Date: <u>1/22/26</u>

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