

Building Utilization Request



changed from
Feb 3, 4 2024

Pioneer Career and Technology Center

ATTN: Director of Business Affairs
27 Ryan Road, Shelby, OH 44871

Part I - To be completed by organization requesting building utilization

Date(s) <u>2/10/2026, 2/11/2026 (make up d</u>	Setup Time	Tear Down Time	Date Request Submitted
Activity: Day(s) <u>2</u>			<u>January 29, 2026</u>
Event Time(s) <u>7:40-8:10, 11:00-12:30, 2:00-2:25</u>	Room(s) / Area Requested:		
Name of Organization and Event Being Held ACE Career Event (NonTrad Days)	Number of Persons Attending Meeting 40	Community Room (7:40-8:10, 2:00-2:25), Pioneer Room (11:00-12:30)	

Address	Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)
Contact Person: <u>Meg Mergel</u>	Business Name: _____
Phone Numbers: Home: _____	Contact Person: _____
Work: _____ Cell: _____	Phone Number: _____
Address: _____	

PCTC Requested Services: (Identify No. Needed)		
<u>Room Setup</u>	<u>Electronic</u>	<u>Café</u> OR <u>Culinary Arts</u>
Chairs	Microphone	Drinks
Tables	Ovrhd. Proj.	Snacks
Chalkboard	Video Camera	Breakfast
Lectern	Video Recorder	<input checked="" type="checkbox"/> Luncheon
Coat Racks	Internet Access	Dinner
For specific room setup, see attached design: (check one)		
<u>Yes</u> or <u>No</u>		
If specific hookup/utility needs are required see 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: _____		

Part II - To be completed by PCTC Personnel		Responsibility Notice
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>1/30/26</u>	<u>Meg Mergel</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

Thank you for selecting Pioneer for your event!

Meg Mergel
Signature (person in charge of activity)

Date: 1/29/26