

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>2/26-5/6/26</u> | Setup Time | Tear Down Time | Date Request Submitted <u>January 29, 2026</u> |
| Activity: Day(s) Mondays and Wednesdays | | | Room(s) / Area Requested: W131 and/or W135/133 |
| Event Time(s) <u>4:30-8:30pm</u> | Name of Organization and Event Being Held Adult Ed - Phlebotomy class | | Number of Persons Attending Meeting |
| Address 27 Ryan Road Shelby OH 44875 | | Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.) | |
| Contact Person: D. Paullin/J. White | | Business Name: _____ | |
| Phone Numbers: Home: _____ | | Contact Person: _____ | |
| Work: <u>419</u> <u>342-1100</u> Cell: _____ | | Phone Number: _____ | |
| Address: _____ | | Address: _____ | |
| PCTC Requested Services: (Identify No. Needed) | | | |
| Room Setup | <u>Electronic</u> | <u>Café</u> OR <u>Culinary Arts</u> | If specific hookup/utility needs are required see attached: |
| Chairs | <u>Microphone</u> | <u>Drinks</u> | (check one) <u>Yes</u> or <u>No</u> |
| Tables | <u>Ovrhd. Proj.</u> | <u>Snacks</u> | Estimated time of arrival at Pioneer for setup/delivery: |
| Chalkboard | <u>Video Camera</u> | <u>Breakfast</u> | _____ |
| Lectern | <u>Video Recorder</u> | <u>Luncheon</u> | Other/Specify: _____ |
| 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 | | | |

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>1/30/26</u> | <u>JW</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.

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:

Thank you for selecting Pioneer for your event!