

**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>March 2, 3, 4</u>	Setup Time	Tear Down Time	Date Request Submitted <u>2/2/26</u>																								
Activity: Day(s) <u>3</u>			Room(s) / Area Requested: <u>PCTC</u>																								
Event Time(s) <u>9 am - 1:30 pm.</u>	<u>8 am</u>																										
Name of Organization and Event Being Held <u>Job Leads-Job Fair Presentation</u>	Number of Persons Attending Meeting																										
Address	Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)																										
Contact Person: <u>Amy Law</u>	Business Name: _____																										
Phone Numbers: Home: _____	Contact Person: _____																										
Work: _____ Cell: _____	Phone Number: _____																										
Address: _____																											
If specific hookup/utility needs are required see attached:																											
(check one) <input type="checkbox"/> Yes or <input type="checkbox"/> No																											
Estimated time of arrival at Pioneer for setup/delivery: _____																											
Other/Specify: _____ _____ _____																											
Date of contact with Cafeteria/Culinary Arts Services if used for this event: _____																											
<p>PCTC Requested Services: (Identify No. Needed)</p> <table> <tr> <td><u>Room Setup</u></td> <td><u>Electronic</u></td> <td><u>Café</u> OR</td> <td><u>Culinary Arts</u></td> </tr> <tr> <td>Chairs</td> <td>Microphone</td> <td>Drinks</td> <td></td> </tr> <tr> <td>Tables</td> <td>Ovrhd. Proj.</td> <td>Snacks</td> <td></td> </tr> <tr> <td>Chalkboard</td> <td>Video Camera</td> <td>Breakfast</td> <td></td> </tr> <tr> <td>Lectern</td> <td>Video Recorder</td> <td>Luncheon</td> <td></td> </tr> <tr> <td>Coat Racks</td> <td>Internet Access</td> <td>Dinner</td> <td></td> </tr> </table>				<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	Luncheon		Coat Racks	Internet Access	Dinner	
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For specific room setup, see attached design: (check one)																											
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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>2/2/26</u>	<u>KWK</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: 2/2/26

Thank you for selecting Pioneer for your event!