

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>3/17/2026</u>	Setup Time	Tear Down Time	Date Request Submitted
Activity: Day(s) <u>1 day (AM)-Tuesday</u>	<u>Day before</u>	<u>12:00 PM</u>	<u>February 4, 2026</u>
Event Time(s) <u>8:10-12:00</u>			Room(s) / Area Requested:
Name of Organization and Event Being Held ASVAB Spring Test-online	Number of Persons Attending Meeting 80	The Arena	

Address	Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)
Contact Person: <u>Tasba Lisle</u>	Business Name: <u>Military</u>
Phone Numbers: Home: _____	Contact Person: <u>Dino Villareal</u>
Work: <u>742256</u> Cell: _____	Phone Number: <u>614-490-3150</u>
Address: _____	

PCTC Requested Services: (Identify No. Needed)		
<u>Room Setup</u>	<u>Electronic</u>	<u>Café</u> OR <u>Culinary Arts</u>
80 Chairs	<u>Microphone</u>	<u>Drinks</u>
40 Tables	<u>Ovrhd. Proj.</u>	<u>Snacks</u>
Chalkboard	<u>Video Camera</u>	<u>Breakfast</u>
Lectern	<u>Video Recorder</u>	<u>Luncheon</u>
Coat Racks	<u>X</u> <u>Internet Access</u>	<u>Dinner</u>
For specific room setup, see attached design: (check one)		
<u>Yes</u> or <u>No</u>		

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>2/4/26</u>	<u>T.L.</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!

Tasha Lisle

Signature (person in charge of activity)

Date: 2/4/2026