Building Utilization Request

Pioneer CAREER & TECHNOLOGY CENTER

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				
Activity: Date(s) 2/13/2025 ~~2025~~ 2026		Setup Time	Tear Down Time	Date Request Submitted
Day(s) **1**				**February 9, 2025**
Event Time(s) **9am-1pm**		**8:30am**	**1:30pm**	Room(s) / Area Requested:

Number of Persons Attending Meeting: 15

Room(s) / Area Requested: Community Room

Name of Organization and Event Being Held
CU Lead

Address

Contact Person: **Don Paullin**

Phone Numbers: Home: _____

Work: _____   Cell: _____

Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)

Business Name: _____

Contact Person: _____

Phone Number: _____

Address: _____

PCTC Requested Services: (Identify No. Needed)

		X Café OR
Room Setup	Electronic	__ Culinary Arts
x Chairs	__ Microphone	**x** Drinks
x Tables	**x** Ovrhd. Proj.	__ Snacks
__ Chalkboard	__ Video Camera	__ Breakfast
x Lectern	__ Video Recorder	**x** Luncheon
__ Coat Racks	**x** Internet Access	__ Dinner

For specific room setup, see attached design: (check one)
__ **Yes** or __ **No**

If specific hookup/utility needs are required see attached: (check one) __ **Yes** or __ **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: _____

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	2/10/26	_illegible_
_B_illed for Services		
_R_eferred to Board		

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

Signature (person in charge of activity)

Date: 2/9/26

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.

Thank you for selecting Pioneer for your event!

Revised 07/15