

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>2/16/2025 2024</u>	Setup Time	Tear Down Time	Date Request Submitted
Activity: Day(s) <u>1</u>	7:30am	4pm	<u>February 10, 2026</u>
Event Time(s) <u>8-4pm</u>			Room(s) / Area Requested:
Name of Organization and Event Being Held CAN Testing <i>CNA</i>	Number of Persons Attending Meeting <u>15</u>	W135/Adult Ed Office	

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

PCTC Requested Services: (Identify No. Needed)		
Room Setup	<u>Electronic</u>	<u>Café</u> OR <u>Culinary Arts</u>
Chairs	<u>Microphone</u>	<u>Drinks</u>
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>Internet Access</u>	<u>Dinner</u>
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: <u>Don will be in building</u>		
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	<u>2/10/26</u>	<u>Don Paull</u>
Applied 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.

Thank you for selecting Pioneer for your event!

Signature (person in charge of activity)

Date: 2/10/26