

**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>Feb. 23</u>	Setup Time	Tear Down Time	Date Request Submitted <u>2/11/26</u>
Activity: Day(s) <u>1</u>	<u>9:30</u>		Room(s) / Area Requested: <u>DCTC</u>
Event Time(s) <u>10 - 1:15</u>			
Name of Organization and Event Being Held <u>Kokosing</u>	Number of Persons Attending Meeting <u>100</u>		
Address	Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)		
Contact Person: <u>Amy Law/Susie L.</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)

Yes or 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>2/11/26</u>	<u>KLC</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.

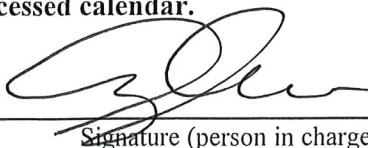
Date of contact with Cafeteria/Culinary Arts Services if used for this event: _____

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: 2/11/26

Thank you for selecting Pioneer for your event!