

Building Utilization Request



Pioneer Career and Technology Center

ATTN: Director of Business Affairs
27 Ryan Road, Shelby, OH 44871

Part I - To be completed by organization requesting building utilization

Date(s) <u>3/11/2026</u>	Setup Time	Tear Down Time	Date Request Submitted
Activity: Day(s) <u>1</u>			<u>February 12, 2026</u>
Event Time(s) <u>10:15-12:30</u>			Room(s) / Area Requested:
Name of Organization and Event Being Held Air Force presentations-Transportation Labs	Number of Persons Attending Meeting 50-75	DLTC	

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

PCTC Requested Services: (Identify No. Needed)

<u>Room Setup</u>	<u>Electronic</u>	<u>Café</u> OR <u>Culinary Arts</u>
<input type="checkbox"/> Chairs	<input type="checkbox"/> Microphone	<input type="checkbox"/> Drinks
<input type="checkbox"/> Tables	<input checked="" type="checkbox"/> Ovrhd. Proj.	<input type="checkbox"/> Snacks
<input type="checkbox"/> Chalkboard	<input type="checkbox"/> Video Camera	<input type="checkbox"/> Breakfast
<input type="checkbox"/> Lectern	<input type="checkbox"/> Video Recorder	<input type="checkbox"/> Luncheon
<input type="checkbox"/> Coat Racks	<input checked="" type="checkbox"/> Internet Access	<input type="checkbox"/> 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: _____

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: 2/12/26

Thank you for selecting Pioneer for your event!