

# 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) <b>3/27/2026</b>		3/26/25	Tear Down Time	Date Request Submitted																												
Activity: Day(s) <b>1</b>				<b>January 14, 2026</b>																												
Event Time(s) <b>11:00 - 12:30</b>			<b>3/27/26</b>	Room(s) / Area Requested:																												
Name of Organization and Event Being Held <b>Senior Citizens Lunch and Learn</b>		Number of Persons Attending Meeting <b>100</b>		<b>Arena</b>																												
Address		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)																														
Contact Person: <b>Jolene Young</b>		Business Name: _____																														
Phone Numbers: Home: _____		Contact Person: _____																														
Work: _____ Cell: _____		Phone Number: _____																														
Address: _____		Address: _____																														
PCTC Requested Services: (Identify No. Needed)		If specific hookup/utility needs are required see attached: (check one) <u>    </u> Yes or <u>    </u> No																														
<table border="0"> <tr> <td></td> <td><u>    </u> Café</td> <td>OR</td> <td></td> </tr> <tr> <td><u>    </u> Room Setup</td> <td><u>    </u> Electronic</td> <td><input checked="" type="checkbox"/></td> <td><u>    </u> Culinary Arts</td> </tr> <tr> <td><input checked="" type="checkbox"/> Chairs</td> <td><input checked="" type="checkbox"/> Microphone</td> <td></td> <td><u>    </u> Drinks</td> </tr> <tr> <td><input checked="" type="checkbox"/> Tables</td> <td><input checked="" type="checkbox"/> Ovrhd. Proj.</td> <td></td> <td><u>    </u> Snacks</td> </tr> <tr> <td><u>    </u> Chalkboard</td> <td><u>    </u> Video Camera</td> <td></td> <td><u>    </u> Breakfast</td> </tr> <tr> <td><input checked="" type="checkbox"/> Lectern</td> <td><u>    </u> Video Recorder</td> <td></td> <td><u>    </u> Luncheon</td> </tr> <tr> <td><input checked="" type="checkbox"/> Coat Racks</td> <td><input checked="" type="checkbox"/> Internet Access</td> <td></td> <td><u>    </u> Dinner</td> </tr> </table>			<u>    </u> Café	OR		<u>    </u> Room Setup	<u>    </u> Electronic	<input checked="" type="checkbox"/>	<u>    </u> Culinary Arts	<input checked="" type="checkbox"/> Chairs	<input checked="" type="checkbox"/> Microphone		<u>    </u> Drinks	<input checked="" type="checkbox"/> Tables	<input checked="" type="checkbox"/> Ovrhd. Proj.		<u>    </u> Snacks	<u>    </u> Chalkboard	<u>    </u> Video Camera		<u>    </u> Breakfast	<input checked="" type="checkbox"/> Lectern	<u>    </u> Video Recorder		<u>    </u> Luncheon	<input checked="" type="checkbox"/> Coat Racks	<input checked="" type="checkbox"/> Internet Access		<u>    </u> Dinner	Estimated time of arrival at Pioneer for setup/delivery: _____		
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For specific room setup, see attached design: (check one)		Other/Specify: _____																														
<input checked="" type="checkbox"/> Yes or <u>    </u> No		Date of contact with Cafeteria/Culinary Arts Services if used for this event: _____																														

## Part II - To be completed by PCTC Personnel

## Responsibility Notice

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**

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.**

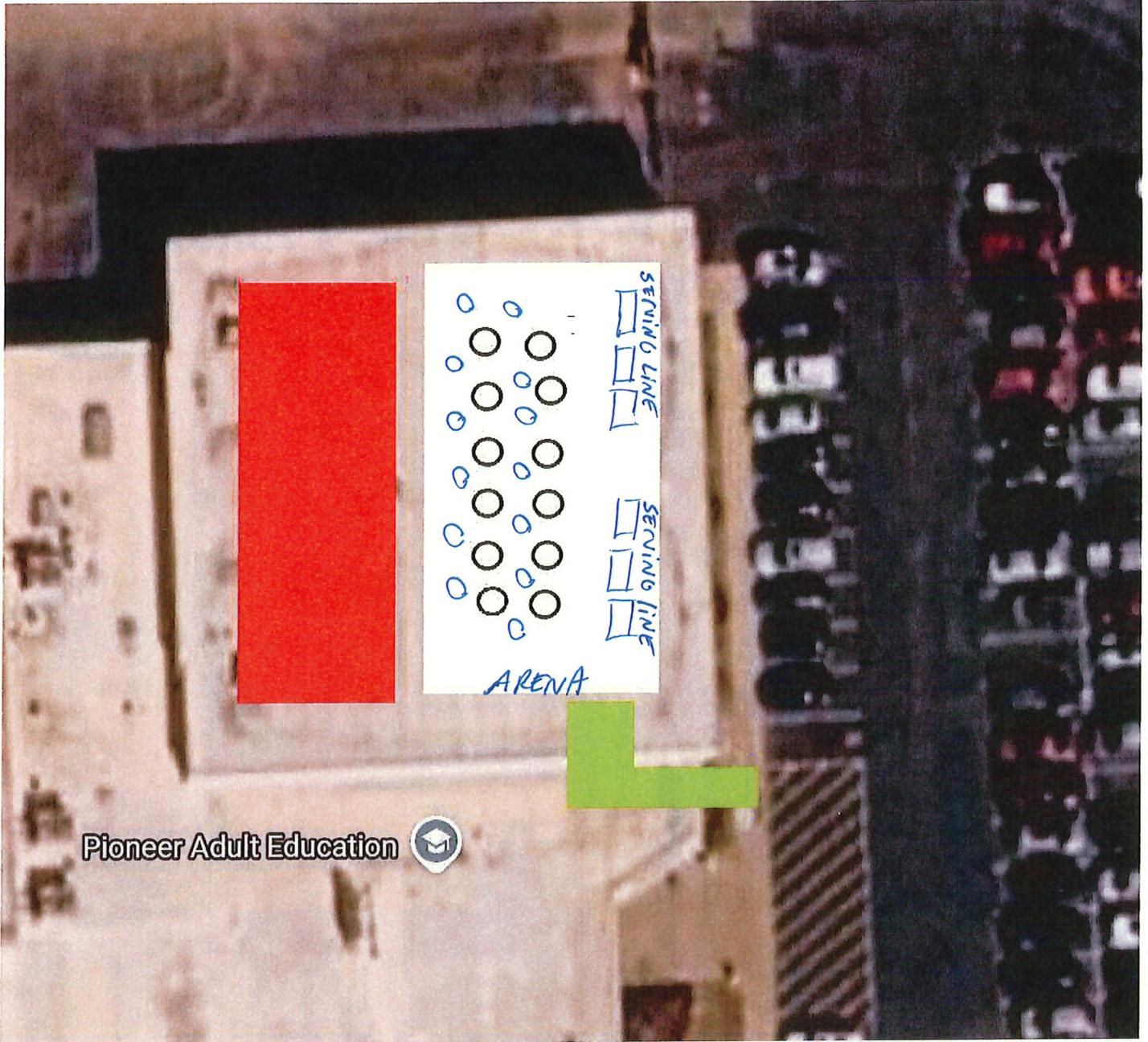
Action Taken	Date	By
Approved and Booked	1/14/26	[Signature]
Billed for Services		
Referred to Board		

[Signature]  
Signature (person in charge of activity)

Date: 1/14/26

SENIOR CITIZENS LUNCH + LEARN

FRIDAY MARCH 27, 2026  
11-12:30 ARENA



SET-UP THURSDAY MARCH 26

- \* KEEP set-up from ALL BOARD DINNER
- \* ADD two SERVING LINES using long tables
- \* SET-up COAT RACKS in ENTRANCE AREA of ARENA

NOTE: ANNE KURTZMAN will set-up PERFORMING ARTS AREA ON STAGE  
SHE will be here AFTER school ON THE 26<sup>th</sup>.  
Assistant teacher Nick will assist