

# 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) 4/28/26, 4/29/2026 Setup Time \_\_\_\_\_ Tear Down Time \_\_\_\_\_ Date Request Submitted September 11, 2025

Activity: Day(s) 1 Event Time(s) 28th: 2PM set up, 29th: 5:00 PM - 9:00 PM Room(s) / Area Requested: Arena

Name of Organization and Event Being Held  
**BEST Awards** Number of Persons Attending Meeting 100-200

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

Contact Person: Meg Mergel Business Name: \_\_\_\_\_  
Phone Numbers: Home: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Work: \_\_\_\_\_ Cell: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_

PCTC Requested Services: (Identify No. Needed) \_\_\_\_\_  
 Room Setup \_\_\_\_\_ Café OR \_\_\_\_\_  
 \_\_\_\_\_ Electronic \_\_\_\_\_ Culinary Arts  
 Chairs \_\_\_\_\_  Microphone \_\_\_\_\_ Drinks \_\_\_\_\_  
 \_\_\_\_\_ Tables \_\_\_\_\_  Ovrhd. Proj. \_\_\_\_\_ Snacks \_\_\_\_\_  
 \_\_\_\_\_ Chalkboard \_\_\_\_\_ Video Camera \_\_\_\_\_ Breakfast \_\_\_\_\_  
 Lectern \_\_\_\_\_ Video Recorder \_\_\_\_\_ Luncheon \_\_\_\_\_  
 Coat Racks \_\_\_\_\_  Internet Access \_\_\_\_\_ Dinner \_\_\_\_\_  
 For specific room setup, see attached design: (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

Responsibility Notice  
 Estimate Calculation of Fees: Attach any pertinent papers.  
 Rental .....  
 Custodial Services .....  
 Food Services .....  
 A Security Deposit in the amount of \$ \_\_\_\_\_

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**

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 |      |    |
| Billed for Services |      |    |
| Referred to Board   |      |    |

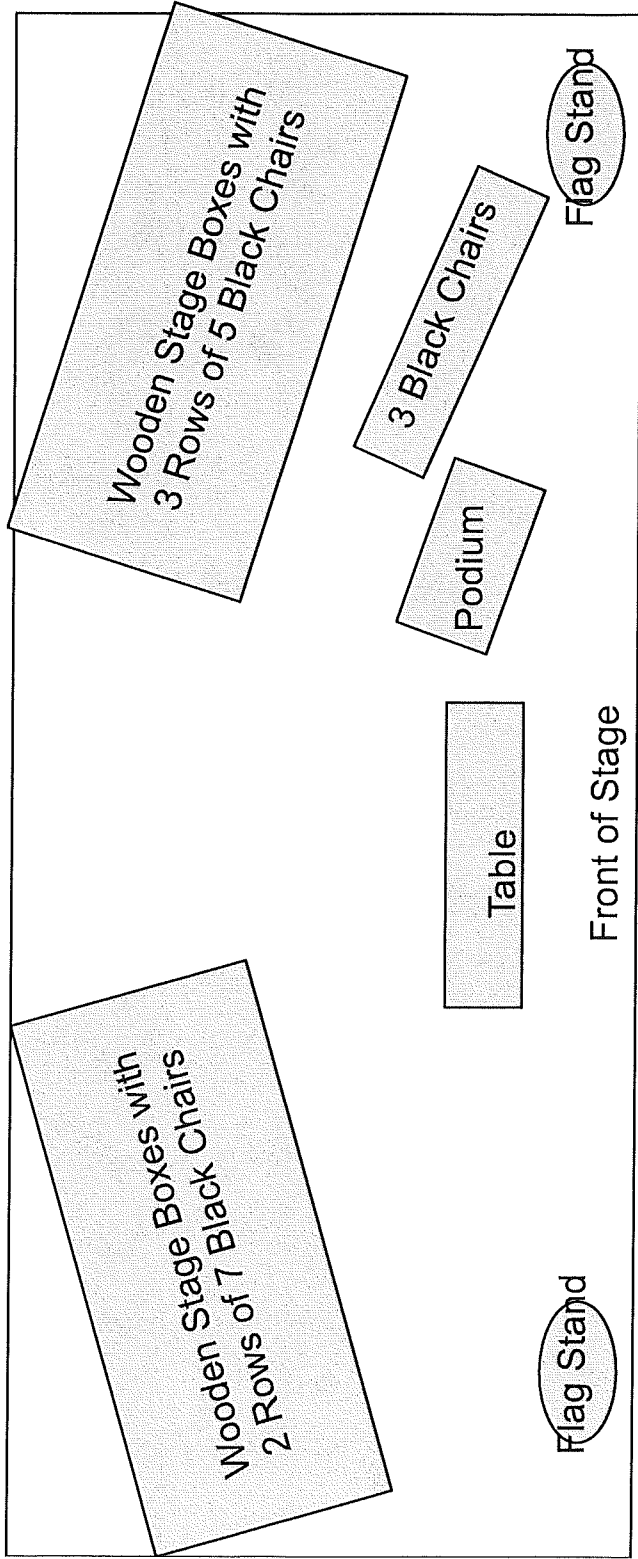
*Meg Maxwell*

Signature (person in charge of activity)

Date: 4/2/16

**Thank you for selecting Pioneer for your event!**

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.



Refreshment Table

50 Yellow Chairs (curved rows)

*Aisle*

50 Yellow Chairs (curved rows)

Refreshment Table

Refreshment Table