

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) 8/10/26-8/12/26		Setup Time	Tear Down Time	Date Request Submitted May 28, 2026
Activity: Day(s) Mon-Weds.				Room(s) / Area Requested: Arena E116 & E118 on 8/10-8/12 for hearing/vision
Event Time(s) all day				
Name of Organization and Event Being Held Welcome Week Set up on 8/6 and 8/7		Number of Persons Attending Meeting 1200		
Address		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)		
Contact Person: _____		Business Name: _____		
Phone Numbers: Home: _____		Contact Person: _____		
Work _____ Cell: _____		Phone Number: _____		
PCTC Requested Services: (Identify No. Needed)		Address: _____		
Room Setup ☒ Chairs ☐ Tables ☐ Chalkboard ☐ Lectern ☐ Coat Racks		Electronic ☐ Microphone ☐ Ovrhd. Proj. ☐ Video Camera ☐ Video Recorder ☒ Internet Access		
Café OR ☐ Culinary Arts ☐ Drinks ☐ Snacks ☐ Breakfast ☐ Luncheon ☐ Dinner		attached: (check one) ☐ Yes or ☐ No		
For specific room setup, see attached design: (check one) ☐ Yes or ☐ No		Estimated time of arrival at Pioneer for setup/delivery _____ Other/Specify: Various stations needed for IDs, fees, schedules, forms, chromebooks - pls use previous year's setup unless instructed otherwise-thank you!		
		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 paper 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			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.												
<table border="1"> <thead> <tr> <th>Action Taken</th> <th>Date</th> <th>By</th> </tr> </thead> <tbody> <tr> <td>Approved and Booked</td> <td>6/9/26</td> <td>KWK</td> </tr> <tr> <td>Billed for Services</td> <td></td> <td></td> </tr> <tr> <td>Referred to Board</td> <td></td> <td></td> </tr> </tbody> </table>			Action Taken	Date	By	Approved and Booked	6/9/26	KWK	Billed for Services			Referred to Board			Signature (person in charge of activity) _____ Date: _____
Action Taken	Date	By													
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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!

Revised 07/15