

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) 5/7/2027		Setup Time 8:00	Tear Down Time 2:30	Date Request Submitted May 28, 2026
Activity: Day(s) Set up done by 7:30 on 5/6				Room(s) / Area Requested: ARENA and Community Room (Perf. Arts)
Event Time(s) 9:00 am & 12:30 pm				
Name of Organization Senior Celebration Ceremony with practice on 5/6, set up by 7:30 am on 5/5 please		Number of Persons Attending Meeting 650? each		
Address		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)		
Contact Person: Clay Frye		Business Name: _____		
Phone Numbers: Home: _____		Contact Person: _____		
Work: _____ Cell: _____		Phone Number: _____		
PCTC Requested Services: (Identify No. Needed)		Address: _____		
<u>Room Setup</u>	<u>Electronic</u>	<u>Café/Culinary Arts</u>		
☒ Chairs	☒ Microphone	☐ Drinks		
☒ Tables	☒ Ovrhd. Proj.	☐ Snacks		
☐ Chalkboard	☐ Video Camera	☐ Luncheon		
☒ Lectern	☐ Video Recorder	☐ Dinner		
☐ Coat Racks	☐ Internet Access			
For specific room setup, see attached design: (check one)		attached: (check one) ☐ Yes or ☐ No		
☒ Yes or ☐ No		Estimated time of arrival at Pioneer for setup/delivery _____		
		Other/Specify: *set up all chairs - same set up as last year with flags for color guard, podium and tables/chairs on stage		
		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. Signature (person in charge of activity) _____ Date: _____
Action Taken	Date	By	
Approved and Booked	6/19/24	Ymk	
Billed for Services			
Referred to Board			

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.