

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) 4/26/2027-05/07/2027		Setup Time	Tear Down Time	Date Request Submitted
Activity: Day(s) _____		8:00		June 8, 2026
Event Time(s) all day				Room(s) / Area Requested:
Name of Organization and Event Being Held Graduation Gown Setup		Number of Persons Attending Meeting		Library Media Center
Address		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)		
Contact Person: Crystal Black		Business Name: _____		
Phone Numbers: Home: _____		Contact Person: _____		
Work _____ Cell: _____		Phone Number: _____		
PCTC Requested Services: (Identify No. Needed)		Address: _____		
☐ Café OR ☐ Culinary Arts ☐ Room Setup ☐ Electronic ☐ Chairs ☐ Microphone ☐ Drinks ☐ Tables ☐ Ovrhd. Proj. ☐ Snacks ☐ Chalkboard ☐ Video Camera ☐ Breakfast ☐ Lectern ☐ Video Recorder ☐ Luncheon ☐ Coat Racks ☐ Internet Access ☐ Dinner		attached: (check one) ☐ Yes or ☐ No Estimated time of arrival at Pioneer for setup/delivery: _____ Other/Specify: we will need all the coat racks and clothes racks to hang the gowns		
For specific room setup, see attached design: (check one) ☐ Yes or ☐ 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 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			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	6/9/26	Ymk	
Billed for Services			
Referred to Board			
Signature (person in charge of activity) Date: _____			

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!