

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) 3/2/2027	Setup Time	Tear Down Time	Date Request Submitted
Activity: Day(s) Tuesday			May 28, 2026
Event Time(s) 8:30 AM	7:00	11:00	Room(s) / Area Requested:
Name of Organization and Event Being Held Jostens Senior Delivery	Number of Persons Attending Meeting Seniors		Arena
Address		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)	
Contact Person: Jim Conrad		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 ☐ 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: Please have 3 8 ft. tables inside the arena facing the doors with three chairs	
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

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.
Action Taken	Date	By	
Approved and Booked	6/9/26	[Signature]	
Billed for Services			
Referred to Board			

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!