

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) 2/11/2027	Setup Time	Tear Down Time	Date Request Submitted May 28, 2026
Activity: Day(s) Thursday			
Event Time(s) 6-7:30 pm			Room(s) / Area Requested: all labs
Name of Organization and Event Being Held Second Look Open House	Number of Persons Attending Meeting		
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: _____		
☐ Café OR ☐ Culinary Arts	attached: (check one) ☐ Yes or ☐ No		
☐ Room Setup ☐ Electronic ☐ Chairs ☐ Microphone ☐ Drinks ☐ Tables ☐ Ovrhd. Proj. ☐ Snacks ☐ Chalkboard ☐ Video Camera ☐ Breakfast ☐ Lectern ☐ Video Recorder ☐ Luncheon ☐ Coat Racks ☐ Internet Access ☐ Dinner	Estimated time of arrival at Pioneer for setup/delivery _____		
For specific room setup, see attached design: (check one) ☐ Yes or ☐ No	Other/Specify: _____		
	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>[Signature]</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	[Signature]	Billed for Services			Referred to Board			Signature (person in charge of activity) _____ Date: _____
Action Taken	Date	By											
Approved and Booked	6/9/26	[Signature]											
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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!