

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) 10/1/2026	Setup Time	Tear Down Time	Date Request Submitted
Activity: Day(s) Thursday			June 8, 2026
Event Time(s) 8:30-10:00 am	7:30	10:30	Room(s) / Area Requested:
Name of Organization and Event Being Held October Principals Meeting	Number of Persons Attending Meeting 30		Pioneer Room
Address		Services to be provided by outside person(s)/vendors (i.e. caterer, photographer, etc.)	
Contact Person: Tina Hurst, ext. 42200		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: Culinary will provide luncheon; details confirmed with Chef as event approach Please put tables in "U" shape	
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.												
<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]											
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!