

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) 8/13/2026	Setup Time	Tear Down Time	Date Request Submitted
Activity: Day(s) Thursday			May 28, 2026
Event Time(s) 8:00-12:00 pm	7:30	12:30	Room(s) / Area Requested:
Name of Organization and Event Being Held Discipline Co-Hort Planning Day	Number of Persons Attending Meeting 15		W208 Glessner's Classroom
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: _____		
Room Setup Electronic ☐ Café OR ☐ Culinary Arts	attached: (check one) ☐ Yes or ☐ No		
☒ Chairs ☐ Microphone ☐ Drinks	Estimated time of arrival at Pioneer for setup/delivery		
☒ Tables ☐ Ovrhd. Proj. ☐ Snacks	Other/Specify: _____		
☐ Chalkboard ☐ Video Camera ☐ Breakfast	_____		
☐ Lectern ☐ Video Recorder ☐ Luncheon	_____		
☐ Coat Racks ☐ Internet Access ☐ Dinner	_____		
For specific room setup, see attached design: (check one)	Date of contact with Cafeteria/Culinary Arts Services if used for this event _____		
☒ Yes or ☐ No			

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. _____ Signature (person in charge of activity) Date: _____												
<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>KWK</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	KWK	Billed for Services			Referred to Board			
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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!