ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: January 27, 2005

SUBJECT: Use of Facility Request

CATEGORY: Operations: X Policy: Information: Personnel:

INITIATED BY: Steven Sceiford Facility Manager

DESCRIPTION:

Alliance of Automotive Providers (AASP) to use the cafeteria on Thursday, January 20, 2005 from 7:00PM – 10:00PM for their monthly meeting.

RECOMMENDATION:

Motion to approve the use of facilities request from the Alliance of Automotive Providers (AASP) to use the cafeteria on Thursday, January 20, 2005 from 7:00PM – 10:00PM.

Erie County Technical School
Buildings and Grounds Use Request Form

Organization Making Request: AASP- Alliance of Automotive Providers
Organization's Event: monthly meeting
Description of Event: Monthly Meeting
Date(s) of Event: 1-20-05
Time Schedule of Event: 7:00 PM. 10:00PM

Sections of Buildings or Grounds to be used:

Cafeteria

It is understood that the responsibility and liability of the organization making this request includes, but is not limited to the following considerations:

1. Use of the buildings and grounds on Saturdays or Sundays, while not prohibited, is discouraged. If use of the facility is granted for a Saturday or Sunday, there will be costs in addition to any rental fee that will be assessed at the rate of $25.00 per hour.
2. All facility use fees and other charges for such use must be paid in full.
3. **School-related** and **Community Service organizations** will normally not be required to provide proof of liability insurance, but they will be requested to sign an Indemnification and Waiver of Liability form. **Non-profit organizations** are required to present proof of public liability coverage with limits of $300,000 per accident. **Profit-making organizations** are required to present proof of public liability coverage with limits of $500,000 per accident. The school's Operating Committee, through the recommendation of the school's Director, may require higher limits of liability insurance for specific and/or unique situations.
4. Understand that the Erie County Technical School will not be held liable for injuries or illness incurred on school property by individuals directly or indirectly associated with the event taking place.
5. Provide adequate supervision to assure proper use and care of the building, grounds, equipment, and furnishings.
6. The organization is responsible for setting up, moving, dismantling, and returning furniture, equipment, and supplies to their proper place. *Use of kitchen facilities requires the presence of a representative of the cafeteria staff. Remuneration shall be at the prevailing rate per hour, paid directly to the individual involved in addition to any applicable usage fee*
7. The organization is responsible for performing all custodial chores necessary to restore the facility and furniture to the condition in which it was found. *A fee will be charged for special or additional set-up services required prior to or after scheduled use.*

8. To work cooperatively with the staff member(s) on duty and understand that granting of this request is limited to the facilities and equipment listed on this request form.
9. Bringing onto school property and/or consuming alcoholic beverages or other controlled substances is specifically prohibited.

Fee Schedule

Area	Organization Type			
	School-related	Community Service	Non-profit	For Profit
Classroom	No Charge	No Charge	$10/hour	$20/hour
Cafeteria	No Charge	No Charge	$10/hour	$20/hour
Corridor	No Charge	No Charge	$10/hour	$20/hour
Kitchen	No Charge	No Charge	No Charge	$25/hour
Laboratory	No Charge	$10/hour	$15/hour	$25/hour
Grounds	No Charge	No Charge	No Charge	$20/hour
Maintenance Fee (Weekend Use)	No Charge	$25/hour	$25/hour	$25/hour

Other Charges:

Total Amount Due: 0

Organization Name: AASP Alliance of Automotive Providers

Address: 230 W 17TH ST

Telephone: 814-454-8408

Representative's Name: David Lossie

Address: 230 W 17TH ST

Telephone: 814 454-8408

Representative's Signature: David A Lossie

Request Approved: Approved

Director's Signature: [signature] 1/19/05

ISO Form Number: 3300.01.00	Revision Date: April 30, 2004
This is a controlled form. Hard copies of this form are considered uncontrolled.	

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 01/18/2005

PRODUCER
Great Lakes Insurance Associates (814)456-0498
3205 Peach Street
Erie PA 16508

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED
Alliance of Automotive Service Providers of PA
chapter 22, c/o Lossie's Auto Serv.
230 W 17th St
Erie, PA 16502

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A:	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	

A		GENERAL LIABILITY
		[X] COMMERCIAL GENERAL LIABILITY
		[ ] CLAIMS MADE [X] OCCUR
		GEN'L AGGREGATE LIMIT APPLIES PER:
		[X] POLICY [ ] PRO-JECT [ ] LOC
			Q25-2000484	1/20/05	1/20/06	EACH OCCURRENCE
						DAMAGE TO RENTED PREMISES (Ea occurence)
						MED EXP (Any one person)
						PERSONAL & ADV INJURY
						GENERAL AGGREGATE
						PRODUCTS - COMP/OP AGG
							$ 300,000
							$ 300,000
							$ none
							$ 300,000
							$ 300,000
							$ included

		AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] ALL OWNED AUTOS [ ] SCHEDULED AUTOS [ ] HIRED AUTOS [ ] NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $
		GARAGE LIABILITY [ ] ANY AUTO				AUTO ONLY - EA ACCIDENT OTHER THAN AUTO ONLY: EA ACC AGG	$ $ $
		EXCESS/UMBRELLA LIABILITY [ ] OCCUR [ ] CLAIMS MADE [ ] DEDUCTIBLE [ ] RETENTION $				EACH OCCURRENCE AGGREGATE	$ $ $ $ $
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATU-TORY LIMITS [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ $
		OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CERTIFICATE HOLDER

Erie County Tech School
8500 Oliver Road
Erie, PA 16509

864-9400
attn: Marhelle

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE
Deborah Loney