

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: March 24, 2005

SUBJECT: Use of Facility Request

CATEGORY: Operations: X Policy: Information: Personnel:

INITIATED BY: Steven Sceiford Facility Manager

DESCRIPTION: Career Alternative Education to use the Eagles Nest for PDE
Alternative Education meeting on May 11, 2005 from 9:00a.m.-12:00p.m.

RECOMMENDATION: Motion to approve the use of facilities request from Career
Alternative Education to use the Eagles Nest for PDE Alternative Education meeting on
May 11, 2005 from 9:00a.m.-12:00p.m...

Erie County Technical School
Buildings and Grounds Use Request Form

Organization Making Request: Career Alternative Education Program
Organization's Event: PDE Alt Ed Regional Meeting
Description of Event: Meeting
Date(s) of Event: ~~April 28, 05~~ May 11, 2005
Time Schedule of Event: 9am-12pm

Sections of Buildings or Grounds to be used:

Eagel's Nest ✓

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. Educational 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 release of liability form. Organizations that are not educational or community service organizations will be required to provide proof of liability insurance with limits of \$2,000,000 per

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May 11 or 12
3:30 - 4:00

JOC
AM
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WD BREAKS
5/11
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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:

Breakfast/snacks for 35 people

Total Amount Due:

Organization Name: Career alternative education program

Address: 8500 Oliver Rd

Telephone: 864-0642 ext 375

Representative's Name: Frank DiPlacido

Address:

Telephone:

Representative's Signature:

Request Approved: Approved

Director's Signature:

ISO Form Number: 3300.01.00

Revision Date: April 30, 2004

This is a controlled form. Hard copies of this form are considered uncontrolled.