

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: ICAR (Inter-Industry Conference on Auto Collision Repair) to use the Auto body Repair Lab and Theory Room from 6:00p.m.-10:00p.m. on the following dates for Body shop training:

March 9, 2005	April 21, 2005
March 23, 2005	April 26, 2005
April 5, 2005	May 10, 2005
April 7, 2005	May 24, 2005
April 12, 2005	
April 14, 2005	
April 19, 2005	

ICAR (Inter-Industry Conference on Auto Collision Repair) to use Room 18 from 9:00a.m.-2:00p.m. on the following dates for Customer Service training:

May 10, 2005
May 18, 2005

RECOMMENDATION: Motion to approve the use of facilities request from ICAR (Inter-Industry Conference on Auto Collision Repair) to use the Auto body Repair Lab and Theory Room from 6:00p.m.-10:00p.m. for Body shop training.

Motion to approve the use of facilities request from ICAR (Inter-Industry Conference on Auto Collision Repair) to use Room 18 from 9:00a.m.-2:00p.m. for Customer Service training.

Erie County Technical School
Buildings and Grounds Use Request Form

Organization Making Request: F-CAR
Organization's Event: TRAINING
Description of Event: 4-HOUR CLASS PRESENTATION
Date(s) of Event: SEE ATTACHED DOCUMENT
Time Schedule of Event:

Sections of Buildings or Grounds to be used:

BODYSNIP CLASS ROOM AREA

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:

Organization Name: I-CAR

Address: N127 SOUTH PARK DRIVE
APPLETON WI. 54914

Telephone: 800-832-4990 FAX 920-749-0336

Representative's Name: PAUL CASH

Address: 8685 DUNDEE RD
ERIE PA 16509

Telephone: 814-8640343

Representative's Signature: Paul Cash

Request Approved: Approved

Director's Signature: Alfred Jackson 3/1/05

ERIE I-CAR SCHEDULE 2005

Date	Day	Class	Time	Hr Place	Course Description	Committee Members
March 9 th	Wed.	STA01	6-10 pm	4	Erie Technical School	Straightening Aluminum
March 23 rd	Wed.	PRA01	6-10 pm	4	Erie Technical School	Panel Replacement ALUM.
April 5 th	Tues.	FCR01	6-10 pm	4	Erie Technical School	Fundamentals of Collision
April 7 th	Thurs.	DAM 01	6-10 pm	4	Erie Technical School	Damage Analysis 1
April 12 th	Tues.	DAM 02	6-10 pm	4	Erie Technical School	Damage Analysis 2
April 14 th	Thurs.	DAM 03	6-10 pm	4	Erie Technical School	Damage Analysis 3
April 19 th	Tues.	DAM 04	6-10 pm	4	Erie Technical School	Damage Analysis 4
April 21 st	Thurs.	CPS 01	6-10 pm	4	Erie Technical School	Corrosion Protection
April 26 th	Tues.	WKR 01	6-10 pm	4	Erie Technical School	Worker Protection
May 10 th	Tues	SPS 03	6-10 pm	4	Erie Technical School	Structural steel 03
May 10 th	Tues	CUS01	10am-3pm	4	9-2	Customer service > any room
May 18 th	Wed.	CUS01	10am-3pm	4	9-2	Customer service
May 24 th	Tues.	SPS 06	6-10 pm	4	Erie Technical School	Structural steel 06

Remaining Schedule is be tentative and reviewed mid year

August ???		ABR01		4		Anti-lock brakes (first half)
August ???		ABR01		4		Anti-lock brakes (second half)
Sept. 6 th	Tues.	RES01	6-10 pm	4	Erie Technical School	Restraints 1 (first half)
Sept. 8 th	Thurs.	RES01	6-10 pm	4	Erie Technical School	Restraints 1 (second half)
Sept. 14 th	Wed.	RES 02	6-10 pm	4	Erie Technical School	Restraints 2
Sept. 14 th	Wed.	CUS01	10am-3pm			Customer service
Sept. 19 th	Mon	CUS01	10am-3pm			Customer service
Oct.		ELE01		8		Electrical circuits/ DVOM
Oct.		ELE02		8		Diagnosis/ Testing