

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: November 17, 2004

SUBJECT: Use of Facility Request

CATEGORY: Operations: **X** Policy: Information: Personnel:

INITIATED BY: Steven Sceiford Facility Manager

DESCRIPTION: Boy Scouts of America to conduct Indian dance practice in 1/3 of the cafeteria.

RECOMMENDATION: Motion to approve the use of facilities request from the Boy Scouts of America on first Thursday of each month until summer 2005, 7:00 – 8:30 PM.

? PD WINGS
? PCTZ BREAKS

1/3 BAY, M, T OR W ONLY
A
11/12

Erie County Technical School
Buildings and Grounds Use Request Form

Organization Making Request: BSA Langerdow Dance Team
Organization's Event: DANCE PRACTICE
Description of Event: ASAP

until Summer

Date(s) of Event: Thursday 7-8:30 PM 1st 3rd 4th Thurs
Time Schedule of Event: 7-8:30 PM

Sections of Buildings or Grounds to be used:

16-15 people

Lunch Room Cafeteria 1/3 will be fine

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: BSA Langfordville Dance Team

Address: 2129 Timber Lane
Harborcreek PA 16421

Telephone: 814-898-1357

Representative's Name: Dave & Sue Beighley

Address: SAME

Telephone: SAME

Representative's Signature: Dave & Sue Beighley

Request Approved: Approved

Director's Signature: [Signature]

CERTIFICATE NO:

46-04

CERTIFICATE OF INSURANCE

ISSUE DATE (MM/DD/YY)

10/20/2004

PRODUCER

LIBERTY MUTUAL
P.O. BOX 152067
IRVING, TEXAS 75015-2067

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

COMPANIES AFFORDING COVERAGE

COMPANY LETTER A LIBERTY MUTUAL

COMPANY LETTER B

COMPANY LETTER C

COMPANY LETTER D

COMPANY LETTER E

INSURED

BOY SCOUTS OF AMERICA
FRENCH CREEK COUNCIL #532
1815 ROBISON ROAD WEST
ERIE, PA 16509-4905

COVERAGE

THIS IS TO CERTIFY THAT 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO. LTR.	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY	TB1-191-409751-124	3/1/2004	3/1/2005	GENERAL AGGREGATE	
	☒ COMMERCIAL GENERAL LIABILITY				PRODUCTS-COMP/OPS AGGREGATE	
	☐ CLAIMS MADE ☒ OCCUR				PERSONAL ADVERTISING INJURY	
	☐ OWNER'S CONTRACTOR'S PROT.				EACH OCCURRENCE	\$1,000,000
	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT	
	☐ ANY AUTO				BODILY INJURY (Per person)	
	☐ ALL OWNED AUTOS				BODILY INJURY (Per accident)	
	☐ HIRED AUTOS				PROPERTY DAMAGE	
A	EXCESS LIABILITY	TH1-191-409751-114	03/1/2004	3/1/2005	EACH OCCURRENCE	AGGREGATE
	☒ UMBRELLA FORM					\$1,000,000
	☐ OTHER THAN UMBRELLA FORM					
	WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY				STATUTORY	
					EACH ACCIDENT	
					(DISEASE-POLICY LIMIT)	
					(DISEASE-EACH EMPLOYEE)	
	OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / SPECIAL ITEMS

THIS CERTIFICATE IS INTENDED TO BE USED AS PROOF OF INSURANCE ONLY

ALL OFFICIAL SCOUTING ACTIVITIES AND EVENTS HELD ON THE
CERTIFICATE HOLDER'S PROPERTY DURING THE POLICY PERIOD

CERTIFICATE HOLDER

ERIE COUNTY VO-TECH
SCHOOL

CANCELLATION

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

BY:

W. P. Collins

William P. Collins, Liberty Mutual