

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: February 23, 2006

SUBJECT: Use of Facility Request

CATEGORY: Operations: X Policy: Information: Personnel:

INITIATED BY: Steven Sceiford Facility Manager

DESCRIPTION: Penn State – Erie County Cooperative Extension to use the cafeteria for a 4-H Club Cook-off on Saturday, April 1, 2006 from 7:30a.m.-2:00p.m.

RECOMMENDATION: Motion to approve the use of facilities request from Penn State – Erie County Cooperative Extension to use the cafeteria for a 4-H Club Cook-off on Saturday, April 1, 2006 from 7:30a.m.-2:00p.m.pending proof of insurance.



January 19, 2006

Marshelle Eberly
Erie County Technical School
8500 Oliver Road
Erie, PA 16509-4699

Dear Marshelle:

Enclosed is a completed Building Request Form for use of Erie County Technical School facilities for the 4-H Cookoff to be held there on Saturday, April 1, 2006. The Certificate of Insurance that is included with this form will expire prior to the event. I will forward a new Certificate of Insurance as soon as it is renewed and I receive an updated copy.

If there are any further questions, please do not hesitate to call me. I have tried to return your recent phone call several times but was never able to reach you. You can also communicate with me by email at jmr27@psu.edu.

Thank you for facilitating the use of the school by our group. I will be in contact with you closer to the event to clarify particular items.

Sincerely yours,

Janice M. Ronan
Extension Educator-Family Living/4-H

Enclosures

Erie County Technical School
Buildings and Grounds Use Request Form

Organization Making Request: The Pennsylvania State University-Erie County Cooperative Extension
Organization's Event: 4-H Cookoff
Description of Event: 4-H members prepare foods at home and bring them to be judged; workshops
Date(s) of Event: Saturday, April 1, 2006
Time Schedule of Event: 8:30 am - 12:30 pm; use of facility 7:30 am - 2 pm

Sections of Buildings or Grounds to be used:

Cafetorium; Eagle'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. **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 *when due to the actions or negligence of the User.*
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:

club **Organization Name:** The Pennsylvania State University-Erie County Cooperative Extension

Address: 850 East Gore Road, Erie PA 16509

Telephone: 814-825-0900

Representative's Name: Janice M. Ronan, Extension Educator

Address: Same

Telephone: Same

Representative's Signature: Deborah M. Meder
 DEBORAH M. MEDER
 ASSISTANT TREASURER 1/11/06

The undersigned, in execution of this document, does hereby adopt the changes made therein and marked *club* in the same manner that the language, as changed, shall constitute part of the original contract executed by The Pennsylvania State University.

Request Approved: Approved

Director's Signature: William J. Doncecz 2/16/06

Deborah M. Meder
 The Pennsylvania State University
 Joseph J. Doncecz / Deborah M. Meder
 Assistant Treasurer / Assistant Treasurer

ISO Form Number: 3300.01.00

Revision Date: April 30, 2004

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