

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 4-H Master Volunteer Training from 7:00p.m.-9:00p.m. on March 21, 2006, March 28, 2006, April 4, 2006, April 11, 2006, April 18, 2006, and April 25, 2006.

RECOMMENDATION: Motion to approve the use of facilities request from Penn State – Erie County Cooperative Extension to use the cafeteria for 4-H Master Volunteer Training from 7:00p.m.-9:00p.m. on March 21, 2006, March 28, 2006, April 4, 2006, April 11, 2006, April 18, 2006, and April 25, 2006.



January 23, 2006

Marshall Eberle
Erie County Technical School
8500 Oliver Road
Erie, PA 16509-4699

Dear Mr. Eberle:

Please find enclosed our Buildings and Grounds Use Request Form as we discussed by phone earlier this month. I have also included our current Certificate of Insurance as requested. Our current policy will expire before the dates of our event, so I will forward our new policy to you as soon as it renews.

Please let me know if we are set to hold our 4-H Master Volunteer trainings at your facility on the Tuesday evenings between March 21 and April 25. Please let me know if you need any additional information from us.

Thank you for your help with this.

Sincerely,

Jennifer R. Fetter
Youth Development/4-H Extension Educator

Enclosures

Erie County Technical School
Buildings and Grounds Use Request Form

only
Organization Making Request: The Pennsylvania State University - Erie County
Erie County 4-H/Youth Development Program - Coop. Ext.
Organization's Event: Master Volunteer Training
Description of Event: 6 classes teaching various youth development skills to volunteers for their personal development
Date(s) of Event: 3/21/06, 3/28/06, 4/4/06, 4/11/06, 4/18/06, 4/25/06
Time Schedule of Event: 7-9pm each night of class

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.
- only* 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:

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

Address: Penn State Cooperative Extension - Erie County, 850 East Gore Road, Erie, PA 16509

Telephone: (814) 825-0900

Representative's Name: Jennifer Fetter

Address: Penn State Cooperative Extension - Erie County, 850 East Gore Road, Erie, PA 16509

Telephone: (814) 825-0900

Representative's Signature:

DEBORAH M. MEDER
ASSISTANT TREASURER
11/17/06

Request Approved: Approved

Director's Signature:
 2/10/06

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

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