

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: January 26, 2006

SUBJECT: Use of Facility Request

CATEGORY: Operations: X Policy: Information: Personnel:

INITIATED BY: Steven Sceiford Facility Manager

DESCRIPTION:

CCAC Public Safety to use the Health Assistant Lab on Tuesdays and Thursdays, beginning January 24, 2006 through May 23, 2006 from 6:00PM – 10:00PM for a Emergency Medical Training (EMT) class.

RECOMMENDATION:

Motion to approve the use of facilities request from the CCAC Public Safety to use the Health Assistant Lab on Tuesdays and Thursdays, beginning January 24, 2006 through May 23, 2006 from 6:00PM – 10:00PM for an Emergency Medical Training (EMT) class.



**COMMUNITY COLLEGE
OF ALLEGHENY COUNTY**

PUBLIC SAFETY INSTITUTE
808 RIDGE AVENUE, V103
PITTSBURGH, PA 15212-6097
412-237-2500 MAIN OFFICE
724-983-7240 SHARON OFFICE
412-237-4628 FAX
PSI@CCAC.EDU

FACSIMILE TRANSMITTAL SHEET

TO:

FROM:

Knox T. Walk, Director
Richard K. Hilinski, Asst. Director
Elease Emery, Asst. Director
Roberta Flohr, Con-ed Coordinator

Tota Morand, Secretary
 Connie Trama, Secretary
 Edward Bloomer, Equipment Coordinator
 David D. Speidel, Equipment Coordinator

COMPANY:

DATE:

FAX NUMBER:

TOTAL NO. OF PAGES INCLUDING COVER:

PHONE NUMBER:

SENDER'S REFERENCE NUMBER:

☐ URGENT ☐ FOR REVIEW ☐ PLEASE COMMENT ☐ PLEASE REPLY ☐ PLEASE RECYCLE

Notes/Comments:

Building Use Form for EMT Classes

Jan 24, 2006 - May 23, 2006

Tues. / Thurs eve.

6p-10p

Thanks

Elaine Emery
CCAC Public Safety
724 983-7240

Erie County Technical School
Buildings and Grounds Use Request Form

Organization Making Request: **CCAC PUBLIC SAFETY INSTITUTE**
Organization's Event: **EMERGENCY MEDICAL TECHNICIANS CLASS**
Description of Event: **TUESDAY AND THURSDAY EVENINGS 6P-10P**
Date(s) of Event: **JANUARY 24 THROUGH MAY 23, 2006**
Time Schedule of Event: **6:00 PM - 10:00 PM**

Sections of Buildings or Grounds to be used:

[REDACTED]

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.*

OK
Aubrey [Signature]
1/18/06