

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: October 27, 2005

SUBJECT: Use of Facility Request

CATEGORY: Operations: X Policy: Information: Personnel:

INITIATED BY: Steven Sceiford Facility Manager

DESCRIPTION:

Pennsylvania One Call System to use a classroom for their Pa One Call Web training from 8:00a.m.-4:00p.m on the third Tuesday of every month beginning November 15, 2005.

RECOMMENDATION:

Motion to approve the use of facilities request from Pennsylvania One Call System to use a classroom for their Pa One Call Web training from 8:000a.m.-4:00p.m on the third Tuesday of every month beginning November 15, 2005.

Erie County Technical School
Buildings and Grounds Use Request Form

Organization Making Request:	Pennsylvania One Call System, Inc.
Organization's Event:	See Attached
Description of Event:	See Attached
Date(s) of Event:	3rd Tuesday of Every Month
Time Schedule of Event:	8am to 4 pm

Sections of Buildings or Grounds to be used:

Computer Lab

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: Pennsylvania One Call System, Inc.

Address: 925 Irwin Run Rd., West Mifflin, PA 15122

Telephone: (412) 464-7129

Representative's Name: Kirk Kirkpatrick

Address: RD 1 Box 144, Spring Creek, PA 16436

Telephone: (814) 563-7686

Representative's Signature: 

Request Approved: Approved

Director's Signature: _____

ISO Form Number: 3300.01.00

Revision Date: April 30, 2004

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



Pennsylvania One Call System, Inc.

2005 WEB TICKET ENTRY WORKSHOPS

Excavators and designers who place routine or design notifications can now enter them via the Internet 24-hours a day, 7 days a week without the assistance of a Customer Service Representative on the phone. What's in it for you? Why use the Internet instead of calling one of our friendly, helpful Customer Service Representatives?

You can place a ticket just as fast! WEB Ticket Entry users tell us that they can place a construction notification in as little as 4 minutes.

You can see the same maps as the Customer Service Representatives use! WEB Ticket Entry has access to the same maps the One Call Center uses. Now you, the caller, can see what they see. This makes it easy to describe the work site.

You get a copy of the ticket via e-mail! Instead of just a serial number, a WEB Ticket Entry user gets a copy of the whole ticket in their e-mail. Now you can see exactly what the facility owner sees when they receive a copy of the excavation request.

We keep a file of your tickets online! You don't have to worry about keeping files of your tickets. With Web Access, a complimentary program, you can see a five-year history of notification requests at a touch of a button.



Pennsylvania One Call System, Inc.

MEMBER MAPPING 3.0 SEMINAR

Introduction to Member Mapping 3.0

This seminar will show how to use member mapping to define your facility maps with hands-on computer practice. Upon completion you will have the skills necessary to map your facilities from any internet-connected computer. You will learn how the system works, how to use the maps tools to create, save and approve your maps and map terminology. There is no cost for attending. You do not have to sign an Indemnity Agreement or request a LOGIN to attend the workshop. Come and see what the fuss is about.