

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 Manger

DESCRIPTION: Thomson Prometric to use the Cosmetology Lab for PA State Board testing for 2006 on the dates per the attached listing.

RECOMMENDATION: Motion to approve the request from Thomson Prometric to use the Cosmetology Lab for PA Cosmetology State Board testing for 2006. Dates for the 2006 facilities request are listed on the attached documentation.

Erie County Technical School
Buildings and Grounds Use Request Form

Organization Making Request: THOMSON PROMETRIC
Organization's Event: COSMETOLOGY EXAMS
Description of Event: PRACTICAL EXAMS
Date(s) of Event: SEE ATTACHED LIST
Time Schedule of Event: 3:30 PM

Sections of Buildings or Grounds to be used:

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:

THOMSON PROMETRIC

Address:

1260 ENERGY LN.
ST. PAUL, MN. 55108

Telephone:

800-786-3926 EXT. 3347

Representative's Name:

LUCRETIA MLENAR

Address:

SAME AS ABOVE

Telephone:

800-786-3926 EXT. 3347

Representative's Signature:

Lucretia Mlenar

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.

Testing Schedule

Exhibit B

Erie County Technical School

Contact Person _____ Phone Number _____

Email address _____ Fax Number _____

Please confirm the testing information below, sign at the bottom, and return with Test Site Availability Agreement.

Dates of Testing 2006	Start Time of Testing
January 9	3:30PM
January 10	3:30PM
January 23	3:30PM
February 13	3:30PM
February 14	3:30PM
February 27	3:30PM
March 13	3:30PM
March 14	3:30PM
March 20	3:30PM
April 10	3:30PM
April 11	3:30PM
April 24	3:30PM
May 8	3:30PM
May 9	3:30PM
May 15	3:30PM
June 12	3:30PM
June 13	3:30PM
June 19	3:30PM

Signature

Date

Testing Schedule

Exhibit B

Erie County Technical School

Contact Person _____ Phone Number _____

Email address _____ Fax Number _____

Please confirm the testing information below, sign at the bottom, and return with Test Site Availability Agreement.

Dates of Testing	Start Time of Testing
July 10	3:30PM
July 11	3:30PM
July 17	3:30PM
August 14	3:30PM
August 15	3:30PM
August 21	3:30PM
September 11	3:30PM
September 12	3:30PM
September 18	3:30PM
October 9	3:30PM
October 10	3:30PM
October 16	3:30PM
November 13	3:30PM
November 14	3:30PM
November 20	3:30PM
December 11	3:30PM
December 12	3:30PM
December 18	3:30PM

Signature

Date