

**ERIE COUNTY TECHNICAL SCHOOL
PROPOSED AGENDA ITEM**

DATE: January 20, 2010

SUBJECT: Boy Scouts of America—Facility Use Request

CATEGORY: Operations

INITIATED BY: Aldo Jackson

DESCRIPTION:

The Boy Scouts of America, French Creek Council, Washington Trail District offers a day camp program to boys (ages 7 to 10) in Erie County. They are looking for a centrally located facility with enough indoor and outdoor space to accommodate a variety of activities. The technical school meets their criteria as a host site.

The camp would operate June 22 through June 25 from 8:00 a.m. to 4:00 p.m. Setup for the camp would occur on June 21.

A unique aspect of this request is that planned activities include archery and BB guns. Because of the ‘school setting’ and the presence of these weapons, the Council is asking for special permission to use the facilities and grounds. As a community service organization, the Council is exempt from applicable fees per Board Policy 707. The Council has liability insurance to cover this event.

RECOMMENDATION:

Motion to approve the facilities use request by the Boy Scouts of America, French Creek Council, Washington Trail District for a day camp program from June 21 to 25 for the use of both facilities and grounds at no cost.

Erie County Technical School
Buildings and Grounds Use Request Form

Organization Making Request: French Creek Council, Boy Scouts
Organization's Event: Cub Scout Day Camp
Description of Event: Day Camp for Boys 7-10 yrs old, areas include Crafts, nature, BB, Archery, Scout Skills, & Games
Date(s) of Event: June 21 (Setup) June 22-25 Day Camp
Time Schedule of Event: 8am - 4pm
Sections of Buildings or Grounds to be used:

Outside grounds, Restrooms, Cafeteria seating, in door shelter for Bad Weather

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 an additional rate of \$25.00 per hour. (to cover payroll costs of ECTC employees that will be required on site)
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 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 an ECTS Food Service employee. Payroll costs for the ECTS employee(s) will be billed to the organization, in addition to any applicable usage fees per the Fee Schedule.
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 on to 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:

French Creek Council, BSA

Address:

*1815 Robison Rd W.
Eric, PA 16509*

Telephone:

814-868-5571

Representative's Name:

Michael Cidor

Address:

Same

Telephone:

cell - 814-860-1562

Representative's Signature:

Michael Cidor

Request Approved:

Approved

Director's Signature:

ISO Form Number: 3300.00.01	Revision Date: October 29, 2007
This is a controlled form. Hard copies of this form are considered uncontrolled.	