

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: May 26, 2010

SUBJECT: Use of Facility Request

CATEGORY: Operations: X Policy: Information: Personnel:

INITIATED BY: Steven Sceiford Facility Manager

DESCRIPTION: Family First Sports Park to use the front lawn area for their soccer tournament. On May 29, 30th from 7:00 AM to 7:30 PM.

RECOMMENDATION: Motion to approve the use of facilities request from Family First Sports Park to use the front lawn area for soccer tournaments. At the use fee of 20.00 per hr. for a total of \$380.00.

They have also ask if you would let them use the grounds in trade for services from Family First Sports Park. (memberships, fun center passes, golf tokens, etc.

Erie County Technical School
Buildings and Grounds Use Request Form

Organization Making Request: FFSP LLC

Organization's Event: MEMORIAL DAY SHOOTOUT

Description of Event: SOCCER TOURNAMENT

Date(s) of Event: MAY 29th & 30th 2010 SAT 7AM - 7PM
SUN 7AM - 2 PM

Time Schedule of Event:

Sections of Buildings or Grounds to be used:

FRONT GROUNDS

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:

WOULD PREFER TO NO TRADE ~~IN~~ FOR SERVICES, ATHLETIC CLUB MEMBERSHIP, OR FUN CENTRE PASSES, GOLF TOKENS ETC.

Total Amount Due:

\$380.⁰⁰

Organization Name:

FFSP LLC

Address:

8155 OLIVER RD
ERIE, PA. 16509

Telephone:

814-866-5425

Representative's Name:

MARIA MOYER

Address:

8155 OLIVER RD,
ERIE, PA. 16509

Telephone:

(814) 866-5425 EXT 286

Representative's Signature:

Maria Moyer

Request Approved:

Approved

Director's Signature:

ISO Form Number: 3300.00.01	Revision Date: October 29, 2007
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