

**ERIE COUNTY TECHNICAL SCHOOL
PROPOSED AGENDA ITEM**

DATE: May 17, 2012

SUBJECT: Facility Use Request—Misery Bay Sports Car Club of America

CATEGORY: Operations

INITIATED BY: Aldo Jackson

DESCRIPTION:

This local club holds autocross events at various venues in the Erie area. They have previously used the rear parking lot for an autocross. The event is open to the public. The club has a status of non-profit--501(c)3. They are requesting the use of the parking lot and grounds for Sunday, June 24, 2012 from 7:00 a.m. to 6:00 p.m.

MOTION:

Consideration of the facilities use request of the Misery Bay Region of Sports Car Club of America on June 24, 2012 at no cost.



Use of School Facilities Request Application

Individual or Organization Name: Misery Bay Region of Sports Car Club of America
Address: P.O. Box 527 Erie PA 16512 Inc

Telephone: _____ Fax: _____

Representative's Name: Timothy Machee

Address: 520 W. 6th St Apt 9 Erie PA 16507

Telephone: 814 598 8448 Fax: _____

Date(s) of Event: June 24th 2012

Time Schedule of Event: 7:00 AM - 6:00 PM

Description of Event: Autocross

Sections of Buildings or Grounds to be used:

Parking lot

Furniture and/or equipment needed (Tables/chairs, etc.) please itemize:

self provided

ISO Form Number: 3300.00.01

Revision Date: February 24, 2011

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

It is understood that the facility user applicant has read, understands and will comply with Joint Operating Committee Policy 707: Use of School Facilities

Please Note:

- The school shall be held harmless by the user for any liability that arises from use of facilities by the individual or group.
- The approved user shall be financially liable for damages to the facilities.
- Non-school related applicants must provide a Certificate of Insurance as evidence of organizational liability with limits required by school guidelines with the school as an additional named insured.
- The approved user is responsible for setting up, moving, dismantling, and returning furniture, equipment, and supplies to their proper place.
- The approved user is responsible for performing all custodial chores necessary to restore the facility and furniture to the condition in which it was found. Payroll costs will be billed to the approved user for any additional services required by school employees for such chores.

Fee Schedule

	School-related groups	Individuals and Non-profit organizations	For Profit organizations
Classroom	No Charge	\$25/hour	\$50/hour
Cafeteria	No Charge	\$40/hour	\$80/hour
Corridor	No Charge	\$10/hour	\$20/hour
Kitchen	No Charge	\$40/hour	\$80/hour
Laboratory	No Charge	\$40/hour	\$80/hour
Grounds	No Charge	\$25/hour	\$50/hour
School employee payroll costs	No Charge	Actual cost	Actual cost
Liability Insurance Certificate	N/A	Limit \$1,000,000	Limit \$1,000,000

Other Charges: _____

Applicant's Signature: Tim Tracy Date: 5/4/12

ISO Form Number: 3300.00.01	Revision Date: February 24, 2011
This is a controlled form. Hard copies of this form are considered uncontrolled.	

Aldo Jackson

From: Aldo Jackson
Sent: Monday, May 07, 2012 10:28 AM
To: 'Tim Mackey'
Cc: Paul Fritz; 'Sennett, Timothy'; Jim Bucksbee; 'Bucksbee, Jim H'; Steve Scelford
Subject: RE: USE OF SCHOOL FACILITIES REQUEST

Tim,

Thanks for your facilities use request for the autocross here at the technical school. I know several years ago the club held this kind of event at the technical school. As I recall, the technical school's board decided not to approve the use due to liability concerns.

I would like to present the request to the technical school's board of directors for their review. They meet again on Thursday, May 24. My concern is, if they do not approve the request, will you have enough time to locate another site to hold the event.

Let me know if a May 24 decision date works for the club. It might also be helpful if you, and perhaps other club officers, could be present for the May 24 meeting to discuss the request as to:

- what the autocross involves (speeds, courses, spectators, participants, etc.),
- relieving the school of any liability for injury or damage to participants and spectators, and
- the club's responsibility for any damage to school property

Look forward to your reply,

Aldo

Aldo R. Jackson, Ph.D.
Director
814.464.8661

From: Tim Mackey [mailto:tim.mackey@live.com]
Sent: Friday, May 04, 2012 10:25 PM
To: Aldo Jackson
Subject: USE OF SCHOOL FACILITIES REQUEST

Hello,

I am representing the Erie region of the Sports Car Club of America. Attached is a request form to use your facility for an Autocross event on June 24th 2012. Please note that we are fully insured and can furnish all required documentation listing you as an additional named insured party per your requirements.

Please feel free to contact me with any questions regarding our request or the event in general.

We look forward to hearing from you,
Thank you for your time,

Timothy Mackey