



Use of School Facilities Request Application

Individual or Organization Name: Northern Pennsylvania Regional College

Address: 300 Second Street, Suite 5

Telephone: 814.230.9010 Fax: _____

Representative's Name: Aldo Jackson

Address: Palumbo Academic Center, 110 W. 9th Street, MS16, Erie, PA 16541

Telephone: 814.651.0693 Fax: _____

Date(s) of Event: August 26, 2019 to November 22, 2019

Time Schedule of Event: Two evenings per week, 2 1/2 hours per evening, 5:00 to 7:30 approx.

Description of Event: Industry training in precision machining in turning or milling.
two 40-hours classes for customized training

Sections of Buildings or Grounds to be used:

Precision Machining laboratory and a classroom

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

Manual mills or lathes

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: _____ Date: 6/18/19

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Use of School Facilities Request Application: Approved _____ Denied: _____

Total Estimated* Amount Due: _____

*Actual amount will be invoiced after the event and payment is due within 30 days of the invoice date

Director's Signature: _____ Date: _____

Joint Operating Committee approval date (if required) _____