

# Erie County Technical School

## Facility Use Request Form

Please submit requests 28 days in advance of the schedule date.

It is understood that facility use applicant has read, understands and will comply with  
Joint Operating Committee Policy 707: Use of School Facilities. (Policy is available at [www.ects.org](http://www.ects.org).)

### Items to Note:

- \* Non-ECTS related applicants must provide a Certificate of insurance as evidence of organizational liability with limits required by school guidelines, (\$1,000,000.00), with the school as an additional named insured.
- \* The school shall be held harmless by the user for any liability that arises from use of facilities by the individual group.
- \* The approved user shall be financially liable for damages to the facilities.
- \* 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 services necessary to restore the facility 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 services.

### Applicants Complete this section:

APPLICATION TO USE THE... High School ☐ Regional Skill Center ☐ Grounds ☒

Specific Location/Room (s): Rear parking lot and field.  
(I.e. Classroom, Lab, Kitchen, Cafeteria, Grounds, Parking Lot, hallway, etc.).

Name of Group Thermal G R/C Club Contact Tony Roussos

POC Email [tonyroussos61@gmail.com](mailto:tonyroussos61@gmail.com) POC Phone 814-397-2457

Describe Purpose of/Type of event Flying model RC airplanes individually and as a group.

Date Requested Ongoing Time Requested From 9AM To 10PM

**"All Weekend Events will be charged for the required School Staff support."**

| Approximate number attending: |     | Adults                      | Children                    |
|-------------------------------|-----|-----------------------------|-----------------------------|
| Will items be sold?           | Yes | <input type="checkbox"/> No | If Yes List Items _____     |
| Are you having a raffle?      | Yes | <input type="checkbox"/> No | If yes License number _____ |
| Will items be displayed?      | Yes | <input type="checkbox"/> No | If Yes, List Items _____    |
| Will admission be charged?    | Yes | <input type="checkbox"/> No | if Yes List Charge _____    |
| Will service fees be charged? | Yes | <input type="checkbox"/> No | If Yes List Fees _____      |
| Will food or drink be served? | Yes | <input type="checkbox"/> No | If Yes List Items _____     |

### Equipment Needed:

Applicant Must make an appointment (814-464-8615) with Facility Manager to determine if desired equipment is available and assess staff needed to run the event. Extra fees for equipment use are at the discretion of the school.

No equipment is needed.

### Insurance Information & Authorized Representative Making Application (Must be an adult)

As outlined in Board Policy No. 707. Groups using the facilities must present a valid certificate of insurance. A certificate of insurance with coverage of at least \$1,000,000.00 must be provided with the following endorsement: "Erie County Technical School" is additionally insured. Variations of this statement are not acceptable and use of facility will be denied. Lessee will assume responsibility for damages to facilities (beyond normal wear), as well as loss of any school equipment during use of facilities and understand that the Joint Operating Committee assumes no liability for any loss, damage or personal injury occurring through the use of facility requested in the application indicated in Board Policy No. 707. We also agree to the rules and regulations concerning all facilities, parking and inspection.

Company Name Procers Policy Number \_\_\_\_\_ Expiration \_\_\_\_\_

Name: Tracy Address \_\_\_\_\_ Phone \_\_\_\_\_

Signature of Authorized Representative \_\_\_\_\_ Title \_\_\_\_\_

# SCHOOL AUTHORIZATION - SCHOOL COMPLETES THIS SECTION

- ☐ (ECTS) - ECTS Related Groups/Organizations
- ☐ (GOVT) - Government, Community, Civic/Service Organizations
- ☐ (EMP) - Non-Profit Employee Personal Use
- ☐ (NP) - Non-Profit Organizations
- ☐ (FP) - For Profit Organizations
- ☒ Other

| High School                  | ECTS      | GOVT      | EMP       | NP        | FP         |
|------------------------------|-----------|-----------|-----------|-----------|------------|
| Classroom / LGI / Eagle Nest | No Charge | \$15/hour | \$15/day  | \$30/hour | \$60/hour  |
| Lab                          | No Charge | \$25/hour | \$25/day  | \$50/hour | \$100/hour |
| Cafeteria                    | No Charge | \$25/hour | \$25/day  | \$50/hour | \$100/hour |
| Kitchen                      | No Charge | \$40/hour | \$40/day  | \$50/hour | \$100/hour |
| Computer Lab                 | No Charge | \$25/hour | \$25/day  | \$50/hour | \$100/hour |
| Parking Lot                  | No Charge | No Charge | No Charge | \$25/hour | \$50/hour  |
| Grounds                      | No Charge | No Charge | No Charge | \$25/hour | \$50/hour  |
| Skill Center                 | ECTS      | GOVT      | EMP       | NP        | FP         |
| Classroom                    | No Charge | \$15/hour | \$15/day  | \$30/hour | \$60/hour  |
| Lab                          | No Charge | \$25/hour | \$25/day  | \$50/hour | \$100/hour |
| Cafeteria                    | No Charge | \$25/hour | \$25/day  | \$50/hour | \$100/hour |
| Kitchen                      | No Charge | \$25/hour | \$40/day  | \$50/hour | \$100/hour |
| Computer Lab                 | No Charge | \$25/hour | \$25/day  | \$50/hour | \$100/hour |
| Parking Lot                  | No Charge | No Charge | No Charge | \$25/hour | \$50/hour  |
| Grounds                      | No Charge | No Charge | No Charge | \$25/hour | \$50/hour  |
| Event Management             | ECTS      | GOVT      | EMP       | NP        | FP         |
| Administration / SPO         | No Charge | \$60/hour | \$60/hour | \$60/hour | \$100/hour |
| Professional                 | No Charge | \$60/hour | \$60/hour | \$60/hour | \$100/hour |
| Support Staff                | No Charge | \$40/hour | \$40/hour | \$40/hour | \$80/hour  |

\* all Outside

|                 |     |
|-----------------|-----|
| Facility Charge |     |
| Equipment       |     |
| Food            |     |
| Personnel       |     |
| Other           |     |
| Total Due       | \$0 |

Explanation of Other Charges

Applicant's Signature Tony Roussos Date Sept 4, 2025

Use of Facilities Request Application: Approved ☒ Denied: ☐

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

Facility Manager's Signature: [Signature]

Date 10/17/25

Director's Signature: [Signature]

Date 10/3/25

JOC Approval Date: \_\_\_\_\_

Date \_\_\_\_\_