

Erie County Technical School

Facility Use Request Form

Requests Must be submitted 30 days in advance of the schedule date

Applicants Complete this section:

APPLICATION TO USE: ☒ High School ☐ Regional Skill Center

Specific Location/Room See Attached
(I.e. Classroom, Lab, Kitchen, Cafeteria, Grounds, Parking Lot, hallway, etc.).

Name of Group French Creek Council, Scouting America

Describe Purpose of/Type of event Merit Badge Event

Date Requested 2-28-26 Time Requested From 6:30am To 5:30pm

"All Weekend Events will be charged for Required School Staff Support"

Approximate number attending; Adults 25 Children 100

Will Items Be Sold?	Yes	☒ No	If Yes List Items
Are you having a raffle	Yes	☒ No	If yes License number
Will Items be displayed	☒ Yes	No	If Yes, List Items <u>Educational / Employment</u>
Will admission be charged?	☒ Yes	No	If Yes List Charge <u>\$25 per scout & materials</u>
Will Service Fees be charged?	Yes	☒ No	If Yes List Fees

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:

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

Company Name Marsh + McLennan Agency Policy Number V3P0009157 Expiration Date 3-1-2026

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.

Name: Stephanie Jackson Address 1815 Robison Rd. W. Erie, PA Phone 814-868-5571

Signature of Authorized Representative [Signature] Title Sr. District Executive

SCHOOL COMPLETES THIS SECTION

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

<u>\$0</u>	+	<u>\$980</u>	+	<u>\$0</u>	+	<u>\$0</u>	+	<u>\$0</u>	=	<u>\$980</u>
Facility Charge		Staff Charges		School Police		Equipment		Food		Total Due

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)

Please 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 chores 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 chores

High School				
	ECTS	GOVT	NP	FP
Classroom	No Charge	\$15/hour	\$30/hour	\$60/hour
Lab	No Charge	\$25/hour	\$50/hour	\$100/hour
Cafeteria	No Charge	\$25/hour	\$50/hour	\$100/hour
Kitchen	No Charge	\$25/hour	\$50/hour	\$100/hour
Hallway	No Charge	\$5/hour	\$10/hour	\$20/hour
Computer Lab	No Charge	\$25/hour	\$50/hour	\$100/hour
School Resource Officer	No Charge	\$30/hour	\$40/hour	\$80/hour
Grounds	No Charge	No Charge	\$25/hour	\$50/hour
Parking Lot	No Charge	No Charge	\$25/hour	\$50/hour

*Buddy Donatelli
as In-Kid
Donatelli*

Skill Center				
	ECTS	GOVT	NP	FP
Classroom	No Charge	\$15/hour	\$30/hour	\$60/hour
Lab	No Charge	\$25/hour	\$50/hour	\$100/hour
Cafeteria	No Charge	\$25/hour	\$50/hour	\$100/hour
Kitchen	No Charge	\$25/hour	\$50/hour	\$100/hour
Hallway	No Charge	\$5/hour	\$10/hour	\$20/hour
Computer Lab	No Charge	\$25/hour	\$50/hour	\$100/hour
School Resource Officer	No Charge	\$30/hour	\$40/hour	\$80/hour
Grounds	No Charge	No Charge	\$25/hour	\$50/hour
Parking Lot	No Charge	No Charge	\$25/hour	\$50/hour

Other Charges \$980 for Personnel

Applicant's Signature [Signature] Date 9-17-25

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: (if Required) _____

JOC Approval Date (If Required) _____

7-8am 800 830			Merit Badge	Room
			registration	Lobby
			opening	LGI
	AM	animation		Art & Design - rm 31
		electricity		Elec Eng - rm 36L
		business / labor		hospitality -rm 27T
		first Aid		health - rm 37
		personal management		culinary -rm 7A
		welding		metal fab -rm 25T/25L
		E- prep		Emerg - rm 10L
		Safety/crime prev/finger printing		Emerg - rm 10T
		Metal working		machining - rm 12T/12L
		plumbing		facility Maint - rm 24L
		Cit in Nation		Culinary - rm 7B
		Programing		computer programing - rm 28
		drafting		drafting - rm 38T/38L
		Adult Class		BSA Position Specific
1230 -130pm 130	lunch		eagles nest - 6	
	PM	home repair		facility Maint. - 24T/24L
		welding		metal fab - 25T/25L
		health care / public health		health - rm 37
		journalism / public speaking		hospitality -27T
		fire safety		Emergency - 10T/10L
		Cit in World		culinary - rm 7A
		composite materials		machining -12T/12L
		communications		Culinary - rm 7B
		digital technology		computer networking - 29
		robotics		Elec Eng - rm 36T
		woodwork		construction trades - rm 23T/23L
		graphic arts		Graphic media - rm 30
		Adult Class		CPR



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/17/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Marsh & McLennan Agency LLC 8144 Walnut Hill Lane, 16th Floor Dallas TX 75231		CONTACT NAME: Laura Craig PHONE (A/C, No, Ext): 972-770-1402 FAX (A/C, No): 972-770-1699 E-MAIL ADDRESS: laura.craig@marshmma.com	
INSURED Boy Scouts of America, National Council and all of it's affiliates and subsidiaries French Creek Council 1815 Robison Road W Erie, PA 16509		INSURER(S) AFFORDING COVERAGE INSURER A: Evanston Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
BSALFLCA		NAIC # 35378	

COVERAGES

CERTIFICATE NUMBER: 1977287349

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY			V3P0009157	3/1/2025	3/1/2026	
	☐ CLAIMS-MADE ☒ OCCUR						EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 7,000,000
							PRODUCTS - COMP/OP AGG \$ Included
							\$
	GEN'L AGGREGATE LIMIT APPLIES PER:						
	☒ POLICY ☐ PRO-JECT ☐ LOC						
	OTHER:						
	AUTOMOBILE LIABILITY						
	☐ ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$
	☐ OWNED AUTOS ONLY						BODILY INJURY (Per person) \$
	☐ HIRED AUTOS ONLY						BODILY INJURY (Per accident) \$
	☐ SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
	☐ NON-OWNED AUTOS ONLY						\$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	☐ EXCESS LIAB						AGGREGATE \$
	☐ OCCUR						\$
	☐ CLAIMS-MADE						\$
	☐ DED ☐ RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						PER STATUTE ☐ OTH-ER ☐
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder is named as an additional insured by virtue of a written or oral contract or by the issuance/existence of a permit or certificate of insurance but only with respect to operations by or on behalf of the insured, or to facilities of, or facilities used by the insured and then only of the limits of liability specified in such contract. Primary and Non-Contributory applies as required by written contract or agreement. Waiver of Subrogation applies when required by written contract or agreement. Sexual Molestation coverage is incorporated in the policy and addressed by endorsement and is subject to the policy period, terms, limits and conditions of the policy.

For All Official Scouting Activities

CERTIFICATE HOLDERErie County Technical School
8500 Oliver Rd.
Erie, PA 16509**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE