

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.)

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):

Lab

(i.e. Classroom, Lab, Kitchen, Cafeteria, Grounds, Parking Lot, hallway, etc.).

Name of Group

Groovy Pooch / United States

Contact

Katarina Peters

POC Email

katarina.peters@gmail.com

POC Phone

814-720-1456

Describe Purpose of/Type of event

Dog Scentwork Sport Event

Date Requested

May 17, 2026

Time Requested From

7:45

To

4:15

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

Approximate number attending:

Adults

30

Children

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

Will admission be charged?

Yes

No

If Yes List Charge

Will service fees be charged?

Yes

No

If Yes List Fees

Will food or drink be served?

Yes

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.

Tables

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

Lloyds, London

Policy Number

B123062096025-PeteKAL6

Expiration

5/9/26

Name:

Katarina Peters

Address

18252 S. Mosiertown Rd
Sacertown, PA
16433

Phone

814-720-1456

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

Facility Charge	
Equipment	
Food	
Personnel	\$320-
Other	
Total Due	\$320-

Explanation of Other Charges

Applicant's Signature _____

Date Sept. 9, 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: _____

Date 10/17/25

Director's Signature: _____

Date 10/3/25

JOC Approval Date: _____

Date _____

Skills Center
 Tree
 Lab
 In-Kind Donations
 7 Career Announcements
 talks (2x)
 Facilitator Set-up
 [from]

7:45 - 4:15