

JEFF TECH

FACILITY USAGE APPLICATION

Applications must be submitted to the Facility Coordinator at least (10) ten days prior to the said event.

Name of Group: _____

Name of Signatory: _____ **Co-Signatory** (If applicable): _____

Address: _____

Primary Phone: _____ **Secondary Phone:** _____

Primary Email: _____

Application For (Check all that apply):

_____ Gym and Locker Rooms _____ Computer Lab _____ Shop/Technical Lab
_____ Cafeteria (Excluding Kitchen) _____ Library _____ Classroom
_____ School Grounds (Parking lot only) _____ Other: _____

Describe Event: _____

Date(s) Requested: From: _____ To: _____

Day(s) of Week (Check all that apply):

_____ Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday* _____ Saturday* _____ Sunday*

**Subject to Jeff Tech personnel availability*

Time: _____ a.m./p.m. **To:** _____ a.m./p.m.

Number of participants: _____ Adults _____ Children

Organization Classification

Select appropriate category.

_____ **Category I: Jeff Tech Related Organization**

Organizations whose primary purpose and function is the support of educational and extracurricular activities of Jeff Tech. Organizations approved for this category include but are not limited to:

- Student clubs/organizations, volunteer groups, advisory groups, school employee bargaining units, and student or employee activities as approved by the Administrative Director.

_____ **Category II: Government, Community, Civic/Service Organization**

Any non-profit 501(c)(3) organization or agency within Jefferson County or the DuBois Area School District whose primary purpose is the betterment of the community and/or providing of services to its residents.

- All non-profit groups using the facility prior to 12/1/2021 will be grandfathered under this category.

A Certificate of Insurance with coverage of at least \$1,000,000 must be provided with the following endorsement: "Jeff Tech is additional insured and certificate holder." Variations of this statement are not acceptable and use of facility will be denied.

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____ Category III: In-School Service Area Private Interest Organization

Organization or agency located within the geographical boundaries of Jefferson County or the DuBois Area School District.

A Certificate of Insurance with coverage of at least \$1,000,000 must be provided with the following endorsement: "Jeff Tech is additional insured and certificate holder." Variations of this statement are not acceptable and use of facility will be denied.

____ Category IV: Out-of-School Service Area Private Interest Organization

Organization or agency located outside the geographical boundaries of Jefferson County or the DuBois Area School District.

A Certificate of Insurance with coverage of at least \$1,000,000 must be provided with the following endorsement: "Jeff Tech is additional insured and certificate holder." Variations of this statement are not acceptable and use of facility will be denied.

Insurance Information

Certificate of Liability Insurance must be submitted with application.

Organization's Insurance Agency: _____

Phone: _____ **Email:** _____

Policy Number: _____ **Expiration Date:** _____

<u>FEE SCHEDULE</u>	Category I (Personnel costs will be billed at actual cost to the school.)	Category II (Personnel costs will be billed at actual cost to the school)	Category III (Personnel costs will be billed at actual cost to the school)	Category IV (Personnel costs will be billed at one and one-half (1.5) times the actual cost to the school.)
Gym/Locker Rooms (2 hrs.)	No Charge	No Charge	\$100	\$200
Computer Lab (4 hrs.)	No Charge	No Charge	\$100	\$200
Classroom (4 hrs.)	No Charge	No Charge	\$50	\$100
Cafeteria (4 hrs.)	No Charge	No Charge	\$100	\$200
Library (4 hrs.)	No Charge	No Charge	\$100	\$200
School Grounds (4 hrs.)	No Charge	No Charge	\$100	\$200
Shop/Tech Lab (4 hrs.)	No Charge	No Charge	\$100	\$200

I certify that all information provided in this application is true and correct to the best of my knowledge.

Signature

Date

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FACILITY USAGE AGREEMENT

Jeff Tech gives _____ (hereinafter referred to as the "User"), permission to use the facilities listed on the Facility Usage Application form. Jeff Tech shall retain possession of the premises at all times. This is a revocable agreement and the user's authority to use the facility is subject to the following terms and conditions. By signing this form, User agrees to the following:

1. Reservations will not be made until the application and agreement has been signed and approved by the Facility Coordinator, Administrative Director and Joint Operating Committee, as applicable.
2. User shall have access to the said facilities on the Facility Usage Application for the dates, times, and locations listed only.
3. Jeff Tech, through its officers and agents, including police, may remove an objectionable person or persons from school premises.
4. Weapon, alcoholic beverages and controlled substances are prohibited in school building and on school property. Enforcement of this is the responsibility of the user. Law enforcement will be notified.
5. Use of tobacco and vaping products, including the product(s) marketed as Juul and other e-cigarettes, as defined by law, are prohibited in school building and on school property. Enforcement of this is the responsibility of the user.
6. Any combustible or hazardous materials/products are strictly forbidden on school premises.
7. User may request estimate of total fees prior to said event(s). Actual charges will be billed after said event(s) and must be paid in full within 30 days of receipt of invoice. Total fees shall be paid by check made payable to Jeff Tech.
8. User may not cause or permit any damages to school premises, property, furnishings, fixtures and/or equipment and will not do or allow anything to be done which would damage or change the finish or appearance of the premises or its furnishings, fixtures or equipment. User is liable for the cost of repairing damage, which may be done to Jeff Tech property, including, by way of example and not limitation, furnishings, fixtures, and/or equipment. Jeff Tech shall determine the amount of the damage and the reasonable cost to repair any damage done. User shall pay this amount within 10 days of being notified of the amount.
9. By signing this form, the User holds Jeff Tech harmless from all claims for injury and/or death of any person, and for damage to or loss of any property arising out of or attributed directly or indirectly to the operations or omissions of Jeff Tech. User indemnifies Jeff Tech for all property damage and for all injuries and/or deaths of any representative, employee, or participant of Jeff Tech or User resulting from all acts or omissions.
10. The User is held responsible for the preservation of order of the said event(s). Jeff Tech reserves the right to require police presence at the event(s) at no cost to Jeff Tech.
11. Jeff Tech may remove and dispose of or store, at its sole discretion, any personal property left behind by User and those participating in said event(s). User may not store their property on Jeff Tech premises.
12. User agrees that conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or State and Federal laws and regulations will NOT take place on Jeff Tech property.
13. User agrees to pay all attorney fees incurred by Jeff Tech for actions arising from this agreement.
14. User assumes responsibility for clean-up/teardown and removal of litter and debris from all school property, including outdoor parking and walkways. All areas must be in good order upon said event(s) completion.
15. In the event of any emergency, User must evacuate the building and participants must be accounted and wait for further instruction from a school official or emergency personnel.

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16. User may not hold gambling, games of chance, lotteries, raffles or other activities requiring a license under the local option small games of chance act, unless such activity have been expressly authorized by the Joint Operating Committee or Administrative Director.
17. The external doors will remain locked except for 15 minutes prior to the said event(s) scheduled start time and until 15 minutes after the said event(s) start time. External doors may not be blocked open at any time.
18. All children must be accompanied and supervised by an adult at all times.
19. Only proper footwear may be worn in the gymnasium.
20. User is prohibited to open/close the gymnasium bleachers. Do not climb or sit on bleachers while they are closed, this presents a safety hazard and may cause damage.
21. The facility will NOT be available on days when school is closed for holidays or due to weather conditions. Information about school closures is available on the school's website (www.jefftech.edu), on local radio/TV, or by contacting the Facility Coordinator.
22. The use of any type of Jeff Tech audio visual and/or electronic equipment must be submitted to the Facility Coordinator seven (7) days prior to said event(s).
23. Jeff Tech reserves the right to alter any of its Facility Usage terms and conditions at anytime and without notice in accordance with local, state and federal regulations and laws.

User hereby agrees to have received, read, understands and will abide by all terms and conditions as outlined in the Facility Usage Application and Agreement. Both myself and the organization in which I represent understand and agree to assume full responsibility for any loss and/or damages resulting in actions of participants for the said event(s).

This agreement shall take effect and remain in full force when signed by all applicable parties.

User Signature

Date

Facility Coordinator Signature

Date

Contact Information:
Megan Bundy, Facility Coordinator
576 Vo Tech Road
Reynoldsville, PA 15851
814-653-8265 ext. 182
Mnbundy@jefftech.edu

Jeff Tech is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, or handicap in its activities, programs, or employment practices. For information regarding civil rights or grievance procedures, contact our Title IX Coordinator at 814-653-8265 ext. 129 or mkmowrey@jefftech.edu.

Additional information can be found at the Title IX page of the Jeff Tech website at www.JeffTech.edu.

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OFFICE USE ONLY

RECEIVED

_____ Facility Usage Application

_____ Facility Usage Agreement

_____ Proof of Insurance

FEES

_____ Total Facility Fees

_____ Total Personnel Fees

_____ Total Amount Due

Facility Coordinator Approval:

Signature

Date

Administrative Director Approval:

Signature

Date

JOC Approval Date (If applicable):_____