

DAUPHIN COUNTY TECHNICAL SCHOOL
6001 LOCUST LANE
HARRISBURG PA 17109

USE OF FACILITIES AGREEMENT

WHEREAS, THE REQUESTOR AND/OR REQUESTING AGENCY, IDENTIFIED BELOW, REQUESTS THE USE OF CERTAIN FACILITIES, IDENTIFIED BELOW FOR THE SPECIFIC PURPOSE(S); AND,

WHEREAS, THE DAUPHIN COUNTY TECHNICAL SCHOOL IS WILLING TO MAKE THE SPECIFIED FACILITIES AVAILABLE FOR USE BY CERTAIN RESPONSIBLE MEMBERS OF THE COMMUNITY AND/OR COMMUNITY GROUPS.

WHEREAS, USE OF DAUPHIN COUNTY TECHNICAL SCHOOL FACILITIES FOR PERSONAL OR PRIVATE FINANCIAL GAIN IS NOT PERMITTED.

NOW, THEREFORE, IN CONSIDERATION OF THE PROMISES AND COVENANTS IN THIS AGREEMENT, THE DAUPHIN COUNTY TECHNICAL SCHOOL AGREES TO PERMIT THE REQUESTOR/REQUESTING AGENCY (AND ITS MEMBERS, GUESTS, AND INVITEES), IDENTIFIED BELOW, TO USE THE SPECIFIED FACILITIES, IDENTIFIED ON THE DATE(S) AND TIME(S) BELOW.

CONTACT INFORMATION

REQUESTOR _____

REQUESTING AGENCY _____

USE OF FACILITY PURPOSE(S): _____

ADDRESS _____ CITY _____ STATE _____ ZIP: _____

PHONE _____ FAX _____ EMAIL _____

INSURANCE INFORMATION

NAME OF INSURANCE CARRIER _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____ EMAIL _____

EMERGENCY CONTACT INFORMATION (REQUIRED)

NAME _____ TITLE _____

PHONE _____ EMAIL _____

(DURING THE EVENT)

NOTE: ALL PRICES ARE BASED UPON A 3 HOUR PERIOD OF TIME. FACILITY USAGE BEYOND A 3 HOUR PERIOD WILL BE CHARGED ACCORDINGLY. PLEASE CALL TO VERIFY AVAILABILITY PRIOR TO SUBMITTING THE FACILITIES AGREEMENT.

FACILITY REQUEST

REQUESTED (CHECK ALL THAT APPLY)	FACILITY SEE ATTACHED FACILITIES USAGE FEES CHARGES	TIER I	Tier II
	AUDITORIUM (650 SEATING CAPACITY) NO FOOD OR DRINK PERMITTED	\$500	\$125
	CAFETERIA (KITCHEN FACILITIES ARE NOT AVAILABLE) CATERING CAN BE ARRANGED BY CONTRACTING THE FOOD SERVICES DIRECTOR AT 717-652-3170 X 7451	\$300	\$75
	GYMNASIUM _____ BLEACHERS _____ BASKETBALL BACKBOARDS _____ LOBBY RESTROOMS	\$300	\$100
	CLASSROOM SET-UP FOR CAFETERIA OR CLASSROOM _____ BANQUET _____ TRADITIONAL CLASSROOM Style _____ CONFERENCE _____ HOLLOW SQUARE _____ THEATER STYLE _____ U-SHAPE	\$75	\$50
	ADDITIOINAL REQUIREMENTS _____ TABLES _____ # REQUIRED (6'X8') _____ CHAIRS _____ # REQUIRED _____ HEAD TABLE _____ PODIUM _____ STAGE LIGHTING _____ SOUND SYSTEM _____ CORDLESS MICROPHONE _____ LAPTOP _____ LCD PROJECTOR		

TIER I: NON-AFFILIATED ORGANIZATIONS OR INDIVIDUALS

TIER II: NON-PROFIT COMMUNITY SERVICE GROUPS, ORGANIZATIONS OR EDUCATIONAL INSTITUTIONS

DATE(S) OF USE

BEGINNING DATE(S) _____ ENDING DATE(S) _____

START TIME: _____ END TIME: _____

REPRESENTATIVE WILL ARRIVE AT _____ AND LEAVE AT 10:30 PM _____

(NOTE: AGENCY WILL BE CHARGED FROM ARRIVAL TIME OF REPRESENTATIVES UNTIL CLEAN UP IS COMPLETED.)

PAYMENT

PAYMENT IS DUE IN ADVANCE OF THE ACTIVITY/EVENT. AN INVOICE WILL BE GENERATED AT THE TIME AN APPLICATION IS RECEIVED FOR FACILITIES. PAYMENT IS DUE A WEEK PRIOR TO THE SCHEDULED EVENT/ACTIVITY. SHOULD THE ACTIVITY/EVENT NEED TO BE CANCELED, A \$25 PROCESSING FEE WILL BE RETAINED FROM THE ORIGINAL PAYMENT PRIOR TO ISSUANCE OF A REFUND. ORGANIZATIONS WHO RESERVE THE FACILITIES BUT DO NOT CANCEL THE ACTIVITY/EVENT WITHIN FIVE WORKING DAYS OF THE SCHEDULED USAGE WILL BE CHARGED – UNLESS THERE ARE EXTENUATING CIRCUMSTANCES E.G., INCLEMENT WEATHER. (OTHER PAYMENT OPTIONS MAY BE AVAILABLE UPON REQUEST.)

DAUPHIN COUNTY TECHNICAL SCHOOL USE OF FACILITIES AGREEMENT

IN EXCHANGE FOR PERMISSION TO UTILIZE THE IDENTIFIED FACILITIES, THE REQUESTOR/REQUESTING AGENCY (AND ITS MEMBERS AND GUESTS) HEREBY AGREE TO INDEMNIFY AND HOLD THE DAUPHIN COUNTY TECHNICAL SCHOOL AND ANY OF ITS AGENTS, OFFICERS, OR EMPLOYEES, HARMLESS FROM AND AGAINST ANY AND ALL CLAIMS, DEMANDS, LIABILITIES, ACTIONS, SUITS, LIENS, EXPENSES AND JUDGEMENTS OF ANY KIND FOR LOSS, DAMAGE OR INJURY TO PROPERTY OR PERSON (INCLUDING DEATH AND SERIOUS BODILY INJURY) RESULTING OR OCCURRING FROM ANY ACTIVITIES HOSTED BY, SPONSORED BY OR PARTICIPATED IN BY THE REQUESTOR/REQUESTING AGENCY AND/OR ANY OF ITS AFFILIATES OR MEMBERS. MOREOVER, IF THE DAUPHIN COUNTY TECHNICAL SCHOOL IS MADE A PARTY TO ANY LITIGATION-WITHOUT FAULT ON THE PART OF THE SCHOOL OR ANY OF ITS AGENTS, EMPLOYEES, MEMBERS OR GUESTS OF REQUESTOR/REQUESTING AGENCY, THE REQUESTOR/REQUESTING AGENCY AGREES TO PROTECT AND HOLD THE DAUPHIN COUNTY TECHNICAL SCHOOL HARMLESS THERE FROM AND TO PAY ALL COSTS, EXPENSES AND REASONABLE ATTORNEYS' FEES INCURRED BY THE DAUPHIN COUNTY TECHNICAL SCHOOL IN CONNECTION WITH SUCH LITIGATION.

REQUESTOR/REQUESTING AGENCY HAS READ AND UNDERSTAND THE USE OF FACILITIES AGREEMENT AND USE OF FACILITIES GUIDELINES. REQUESTOR/REQUESTING AGENCY AGREES TO ABIDE BY THE TERMS OF THE AGREEMENT AND GUIDELINES

SIGNATURE OF GROUP REPRESENTATIVE

DATE

PRINT NAME

TITLE

(PLEASE RETAIN FOR YOUR RECORDS)

REGISTRATION

- ALL APPLICANTS FOR FACILITY USE MUST CONTACT THE DAUPHIN COUNTY TECHNICAL SCHOOL'S ADULT AND CONTINUING EDUCATION OFFICE FOR CONSIDERATION.
- ALL APPLYING ORGANIZATIONS AND GROUPS MUST CARRY A MINIMUM OF \$1, 000,000 IN LIABILITY INSURANCE AND PROVIDE PROOF OF SAID INSURANCE.
- PRIOR TO FACILITIES' USE, APPLICANTS MUST COMPLETE ALL NECESSARY FORMS AND PROVIDE REQUESTED DOCUMENTATION. THIS INCLUDES DCTS USE OF FACILITIES APPLICATION, SIGNED AGREEMENT AND PROOF OF INSURANCE.
- ALL CANCELLATIONS MUST BE MADE WITHIN 10 BUSINESS DAYS OF SCHEDULED EVENT OR TWO WEEKS. FAILURE TO COMPLY WILL RESULT IN CHARGES FOR THE SCHEDULED ACTIVITY/EVENT.

SCHOOL REGULATIONS

- IN THE EVENT OF AN EMERGENCY OR INCLEMENT WEATHER, PLEASE CHECK THE DCTS WEB SITE AND/OR THE LOCAL MEDIA FOR CLOSING INFORMATION. IF DCTS IS CLOSED ALL EVENTS ARE CANCELLED.
- ALL GROUPS MUST STAY WITHIN THEIR ASSIGNED AREA OF ACTIVITY. DCTS WILL NOT BE RESPONSIBLE FOR ANY USE OUTSIDE OF FACILITIES CONTRACT. ANY ABUSE OF THIS POLICY MAY RESULT IN TERMINATION OF THE CONTRACT AND FUTURE USE OF FACILITIES AND RESTITUTION OF DAMAGES WHERE APPLICABLE.
- DCTS IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS OR EQUIPMENT.
- ALL TRAFFIC AND PARKING LAWS AND REGULATIONS WILL BE ENFORCED BY LOWER PAXTON POLICE DEPARTMENT. PARKING IN FIRE LANES IS STRICTLY PROHIBITED.
- NO FOOD AND/OR DRINK ARE PERMITTED IN THE AUDITORIUM OR GYM.

CONTACT INFORMATION: ADULT AND CONTINUING EDUCATION OFFICE, 717-652-3170 X 7445, WORKFORCEDEV@DCTS.ORG , DAUPHIN COUNTY TECHNICAL SCHOOL, 6001 LOCUST LANE, HARRISBURG PA 17109.

The Dauphin County Technical School is an equal education institution and will not discriminate on the basis of race, color, national origin, sex and/or handicap in its activities, programs or employment practices as required by Title VI, Title IX and Section 504. For information regarding civil rights or grievance procedures contact the Title IX Coordinator or the Section 504 Coordinator at 6001 Locust Lane, Harrisburg, PA 17109-5699, Telephone (717) 652-3170. For information regarding services, activities and facilities that are accessible to and usable by handicapped persons, contact the Administrative Director. (Revised 11/2017)