

**USE OF FACILITIES APPLICATION & AGREEMENT**  
**MONROE CAREER & TECHNICAL INSTITUTE**  
 Post Office Box 66, Bartonsville, PA 18321

Name of Organization or Individual: \_\_\_\_\_

Name of Individual Responsible - if an Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Date(s) of Event/Meeting: \_\_\_\_\_

Hours of Event/Meeting: \_\_\_\_\_

Type of Event or Meeting - Explain Briefly: \_\_\_\_\_

Number of Persons Expected to Participate in Event/Meeting: \_\_\_\_\_

Equipment Requested: \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

----- **OFFICE USE ONLY** -----

**Facility Requested and Hourly Room Rental Fees**

*(MPC – Maximum Person Capacity / \* Based on type and use of lab area)*

\$15.00	Small Classroom Area (Room_____) 15 - 30 person capacity
\$25.00 - \$50.00	Large Group Instructional Area ♦ Cafeteria <input type="checkbox"/> (300 MPC) ♦ Multi-purpose Room - A <input type="checkbox"/> and/or B <input type="checkbox"/> (30 – 100 MPC)
\$50.00 - \$90.00*	Combination Classroom & Lab Area (Carpentry, Auto body, etc., Laurel Lake Café <input type="checkbox"/> without Kitchen use, <input type="checkbox"/> with Kitchen use)
\$30.00 plus cost of staffing	Cafeteria Kitchen Facilities – MCTI Staff required
_____	Other (MCTI Staff and/or Custodial Fee)
\$ _____	<b>TOTAL HOURLY RENTAL FEE</b>

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**Original - Business Office**

**Copies – (1) Requester; (1) Maintenance; (1) File; (1) Room Instructor-if needed; (1) ACE Facilitator**

Amended: 9/9/85; 5/2/01; 1/11/10

Revised w/ New Name: 6/19/03

**AGREEMENT**

Monroe Career and Technical Institute (hereinafter referred to as "MCTI") gives the individual or organization mentioned in the reverse contract (hereinafter referred to as the "user"), permission to use the facility indicated. MCTI shall retain possession of the premises at all times. This is a revocable agreement and "user's" authority to use the facilities is subject to the following terms and conditions.

1. The "user" shall have access to the area(s) only on the dates and at the times specified on the application. The requesting "user" will abide by all policies, rules and regulations of "MCTI" on the conduct and deportment of persons in or on "MCTI" premises or facilities, whether now or hereafter adopted.
2. The use of the property or facilities shall not, in any way, interfere with the operations of the "MCTI" or any of the programs or activities of "MCTI". If required for "MCTI" purposes, it is understood that the right is reserved for "MCTI" to withdraw or rescind the agreement for use of the property or facilities on short notice for any reason, with or without cause.
3. Weapons, alcoholic beverages, and controlled substances shall not be brought onto "MCTI" premises or into "MCTI's" facilities. Illegal, indecent, lewd or immoral conduct and smoking are prohibited on "MCTI" property. Objectionable person(s) may be removed by MCTI Administration or by law enforcement officers.
4. "MCTI" property, facilities and equipment will be used in a careful and prudent manner so as to prevent loss, defacement or damage. Good order and discipline shall be maintained by the "user". "User" may not bring or permit anyone to bring anything onto MCTI premises that increases the risk of fire. If damage occurs, "user" shall pay amount within 10 days of being notified of the amount.
5. The property or facilities will be vacated by the time set forth in the contract and shall be left in the condition and configuration found. Unless payment is made for cleanup and cleanup is specifically requested, the property or facility will be left in a thoroughly clean condition by the "user". Performance of cleanup by "MCTI" will not diminish or eliminate any liability for damages of the "user".
6. The "user" holds MCTI harmless for all claims for injury to or the death of any person, and for damage to or the loss of any property arising out of or attributed directly or indirectly to the operations or omissions of MCTI. The "user" agrees (a) to pay for assume all and full liability for any loss or damages to persons or property or claims therefore resulting to or arising from the use of "MCTI" property or facilities by such "user" (and those granted access to the facility thereby) whether from an occurrence at "MCTI" itself during such use, before or after such use, going to and from such use, in or about available parking areas, or otherwise; (b) to reimburse and/or hold harmless "MCTI", it's board of directors, member, agent and employees thereof from any such loss, damage or claim, including, but limited to, its or their attorneys' fees; and (c) to pay any attorneys' fee and costs paid or incurred by "MCTI" to enforce any obligations imposed under this paragraph or otherwise herein.
7. The "user" shall provide to "MCTI", at least ten (10) days prior to the date of the first use, a copy of "user's" Certificate of Insurance, with the requirements described as an additional insured for the specific date(s) the "user" will be on site, or ATIMA (as their interests may appear). The "user" must take out a policy in its name and "MCTI". The recommended minimum liability of the insurance is \$1,000,000/\$2,000,000. Failure to produce the Certificate will cancel the use of facilities.
8. "MCTI" is not responsible for the property of the "user" or for any property brought on school premises or in school facilities in connection with the use of the school property. All protective services desired by the "user" must be arranged by "user" and subject to the approval of the "MCTI" Joint Operating Committee. "MCTI" is not liable for the acts or omissions of any protective services engaged by "user".
9. The "user" shall comply with all applicable laws; all requirements of the police and fire departments and other municipal authorities, and shall obtain and pay for all necessary permits and licenses. The "user" shall pay all taxes required.
10. "MCTI" may remove from its premises/facilities any personal property left behind by the "user" or by anyone using the facilities.
11. The "user" shall not obstruct the halls, ramps, entrances of lobby or any building nor permit any chairs or movable seats to be or remain in the passageways and will keep the passageways clear at all times.
12. The "user" assumes responsibility for the acts of all participants and or spectators for liability, injury or property damage.
13. Alteration or relocation of items or components mechanical or otherwise are prohibited unless prior written approval has been granted by MCTI.
14. Rental Fees shall be paid at least ten days in advance of the use of "MCTI" premises or facilities.

Date of Request: \_\_\_\_\_

Printed name and title: \_\_\_\_\_ Signature: \_\_\_\_\_

The above application is  approved  denied, subject to the following additional conditions:

\_\_\_\_\_

Date of JOC Action: \_\_\_\_\_ Director's Signature: \_\_\_\_\_