



Building Usage Form

Association / Group: _____

Function: _____

Date(s) of Event: _____ Setup: _____ Cleanup: _____

Time(s) of Event: _____ Setup: _____ Cleanup: _____

Number of people expected to attend: _____

Name of person in charge: _____ Phone: _____

Name of second person in charge: _____ Phone: _____

What facilities will be used?

- Cafeteria Kitchen Main Gym Auxiliary Gym
- Classrooms Auditorium Track/Field Chapel

Will alcohol be served? Yes No

(If yes, students are not permitted to attend or help with the event.)

Who will be responsible for cleanup and lockup? _____

Do you need a janitor? Yes No

Is there anything else we need to know about your function?

The Diocese of Erie requires that all non-school related organizations provide a Certificate of Insurance from their insurance provider or purchase event insurance through the Diocese of Erie. The details of the coverage are detailed on the last pages of this form.

We will require insurance through the Diocese We will provide a Certificate of Insurance form
 This is a school related/Diocesan related event that does not require event insurance

Signature of Approval: _____

Date: _____

PA Child Protective Services Law Compliance

On July 1, 2015, Gov. Tom Wolf signed House Bill 1276 into law as Act 15, amending Pennsylvania's Child Protective Services Law (CPSL) and the requirements for working in youth programs in Pennsylvania.

All employees who have direct contact with children — the care, supervision, guidance or routine interaction with children — and volunteers who have direct contact with children — the care, supervision, guidance or control of children and routine interaction with children — are required to obtain the following clearances:

Pennsylvania State Police Criminal Background Check (SP4-164)
Pennsylvania Child Abuse History Clearance Form (CY-113)
Federal (FBI) Fingerprint Criminal Background Check (Criminal History Report)

The Elk County Catholic School System requires that non-school affiliated individuals/groups hosting events on Elk County Catholic School System premises be in compliance with all aspects of the PA Child Protective Services Law.

Will your building use involve "...the care, supervision, guidance or control of children and routine interaction with children..."

YES

NO

If the response was yes, please complete the certification below

I/We hereby certify that the organization /individuals listed on this application and all those working with youth as part of this event, are in full compliance with the Pennsylvania Child Protective Services Law. I hereby understand, that upon request, ECCSS may require proof of compliance.

Signature of Applicant

Date

Athletic Facility / Auditorium Usage

Athletic Facility Usage

What facilities will be used?

- Main Gym Auxiliary Gym Track/Field

What areas will you need access to?

- Locker Rooms/Showers Equipment Rooms Referee Room

What equipment is needed (balls, nets, scoreboards, etc.)?

Will the sound system be used? Yes No

Is there anything else the Athletic Director needs to know about your function?

Auditorium Usage

What areas of the auditorium will be used?

- Main Stage Area Lower Stage Area

What equipment will be required for your function?

- Stage Lighting Sound System Projection Screen

Name of person responsible for running technical equipment: _____

Is there anything else we need to know about your auditorium usage?

Signature of Approval: _____

Date: _____

Kitchen / Chapel Usage

Kitchen Usage

Name of person responsible for using the kitchen equipment: _____

Phone Number(s): _____

What equipment will be used? Please check all that apply.

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Convection Ovens | <input type="checkbox"/> Combi Oven | <input type="checkbox"/> Kettle | <input type="checkbox"/> Slicer |
| <input type="checkbox"/> Mixer | <input type="checkbox"/> Reach-In Cooler | <input type="checkbox"/> Microwave | <input type="checkbox"/> Crock Pots |
| <input type="checkbox"/> Serving Utensils | <input type="checkbox"/> Dishes | <input type="checkbox"/> Walk-In Cooler | <input type="checkbox"/> Walk-In Freezer |
| <input type="checkbox"/> Steam Tables | <input type="checkbox"/> Dishwasher | <input type="checkbox"/> Coffee Makers | <input type="checkbox"/> Ice Machine |
| <input type="checkbox"/> Roasters | <input type="checkbox"/> Washing Machine/Dryer | <input type="checkbox"/> Silverware | <input type="checkbox"/> Towels/Aprons |

Food Code Regulations restrict the cafeteria staff from using any food or drink not prepared by certified employees. Please do not leave any leftovers behind.

Signature of Approval: _____ Date: _____

Chapel Usage

Name of priest celebrating Mass: _____

Number of hosts needed: _____

Will the choir microphones be needed? Yes No

Is there anything else we need to know about your chapel usage?

Signature of Approval: _____ Date: _____

Thank you! Your cooperation in filling out this form will aim to eliminate any problems with the use of our facility and help us to better serve you.

– The Administration of Elk County Catholic High School

**DIOCESE OF ERIE
ST. MARK CATHOLIC CENTER
P. O. BOX 10397
ERIE, PENNSYLVANIA 16514-0397**

OFFICE OF FINANCIAL SERVICES

(814) 824-1180

(814) 824-1181 (FAX)

November 2, 2021

To: Parish Business Managers/Office Persons
From: John A. Dey, CFO
Subject: Events Insurance requirements.

Parishes, schools, and other diocesan entities which sometimes rent out their social halls or other facilities to individuals or organizations for private, non-parish events are reminded of the importance of having adequate liability insurance for any third-party rentals of parish-controlled or diocesan-owned property. Examples of such events would include wedding receptions, banquets, reunions, family parties, and the like.

In order to enable the proper amount of liability insurance protection to be in place, Events Insurance Coverage continues to be available through the Office of Financial Services. The Application for Event Insurance Coverage is located on the Office of Financial Services section of the diocesan website: <https://www.eriercd.org/finance/>

Effective December 1, 2021, the premium cost for most events will be **\$84.00** for up to 100 participants and **\$100.00** for 101 to 500 participants. For certain types of events (e.g., reunions, picnics, rummage/sidewalk sales, swap meets, food concessions), the premium charge will be **\$104.00** for up to 100 participants and **\$179.00** for 101 to 500 participants. Annual rates are also available for any groups which hold meetings on parish property on a recurring basis. The premium charge for the event, which may be paid by either the renter or the parish, must be forwarded with the Application at least five days before the date of the event.

In lieu of purchasing this coverage, renters of parish facilities may be given the option of obtaining a "Certificate of Insurance" from their own insurance company. However, the Certificate must name the Bishop of Erie, Diocese of Erie, and the parish as additional insureds. The amount of coverage listed on the Certificate must also be at least \$1,000,000. The Certificate must be a separate document issued for the specific event which is to be held at the parish. Photocopies of the face or declarations page of a homeowners' policy are not the same as certificates and are not acceptable for this purpose. In addition to obtaining the Certificate, parish staff is also asked to complete an Event Notification form which is also available on our website. Both that form and the Certificate of Insurance are to be sent to the Office of Financial Services at least five business days in advance of the event.

All parishes are to comply with the diocesan norms for renting parish property as more fully described in the *Regulations for the Administration of Parish Temporal Affairs in the Roman Catholic Diocese of Erie*. Those Regulations are also available on the diocesan website under Financial Services. All parishes are expected to comply with the above-described insurance coverage requirements and to include them in any rental agreements which are used for non-parish events.

If you have any questions concerning these matters, please contact our Financial Services Office.

Thank you for your cooperation.