

ANNUAL LIVE WORK RELEASE AGREEMENT

(Must be completed and signed prior to any live work being performed.)

It is the policy of Southwest Technology Center that a release agreement must be signed by any individual, or authority for an organization, requesting performance of a live work project through a training program offered by Southwest Technology Center. A copy of this agreement with a copy of SWTC Policy EHAGA shall be given to the individual owner, or authority for an organization, and shall set forth the conditions by which SWTC will undertake to perform the live work prior to any such work beginning.

Conditions, Acknowledgement, and Release

The undersigned requests Southwest Technology Center, Altus, Oklahoma, to undertake certain specified work on property/properties and/or item(s) owned by the undersigned. Labor undertaken by students through SWTC full-time programs will be performed free of charge because it is uncertified labor with no warranty and truly a learning experience. Donations will be accepted if offered to the student organization's activity fund.

It is further understood that in order to permit Southwest Technology Center to recover a portion of expenses incurred in the live work project, **a lab fee of \$5.00** per class session (AM or PM) shall be assessed and **a twenty-five percent (25%) mark-up on parts, materials, and supplies** used. In the event that the undersigned supplies the required parts instead of Southwest Technology Center, only the lab fee shall be charged. **Cosmetology has a price list in lieu of lab fees.**

The undersigned agrees to pay in full at the time the project assignment is completed, or picked up, whichever applies according to the nature of the live work project.

The undersigned hereby releases and agrees to hold harmless the Southwest Technology Center Board of Education, the administration, the instructor(s), and the students performing the work on the specified project from any actions, suits, controversies, claims, or demands that could possibly arise out of the performance of said services to be performed by students, including liability possibly arising as a result of damages being sustained by any person, in any connection or relationship, with the labor being performed in a Southwest Technology Center program by the request of the undersigned.

This release is given in consideration of the labor being performed free of charge. The Southwest Technology Center Board of Education, together with the administration, the instructors, and students in the programs, shall not be in any way liable or responsible for any damages sustained by the undersigned or any other person arising out of the rendering of any labors/services, whether live work project is on campus or at an off campus location.

(Signature/Address/Telephone Number of Owner/Authority)

Witness: _____ Dated this ____ day of _____, 20__.

Adopted: May 10, 2004, as policy B-166