

SUMTER COUNTY SCHOOL BOARD
2680 West County Road 476
Bushnell, Florida 33513

Number of participants _____

FACILITY/SCHOOL USE AGREEMENT

1. REQUEST TO USE _____
 School/Center _____ Room _____
 FOR THE PURPOSE OF _____

2. TIME TO BE USED ____ A.M. ____ P.M. UNTIL ____ A.M. ____ P.M.

3. DATE(S) TO BE USED - Include month(s), day(s) & year _____
 _____ (School Holidays Excluded)

4. _____
 Name of Requesting Organization

_____ Contact Name

_____ Address _____ City _____ Zip _____

_____ Phone Number(s)

School/Center Responsibilities:

1. Process facility use form to District Office. Acquire the appropriate signatures on this form, give copy to applicant and send copy to District Office.
2. Share copy of School Board Policy 9.30 and rates with applicant.
3. Monitor/track facility usage. Collect and process custodial or security payroll. (Per Board Rule 9.30, III {B})
4. Invoice organization based on board approved rates. Send payment to Debbie Moffitt for processing.
5. Inform District Office if an organization decides not to use facility after approval has been granted.

Users Responsibilities:

1. Complete form and return to the principal for processing.
2. Request copy of School Board Policy 9.30 and usage rates.
3. Provide school with hours of use to be invoiced for payment.
4. Provide proof of liability insurance and/or non-tax status, if required.
5. Make check payable to Sumter County School Board within 10 days of receipt of invoice.

CONDITIONS

1. Leave facilities same as received, no smoking, food, or drinks in the building.
2. The user of the facility must pay the Sumter County School Board for the services of a custodian at the applicable overtime rate, or if the kitchen is used, user will pay for these services regardless of whether or not the rental fee is waived.
3. The rental fee for the facility will depend on type, length of time used, and modifications to set-up and additional services provided, if any.
4. Rental does not include Internet access and connecting to the wired or wireless networks are strictly prohibited.

Sumter County Schools does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services, or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scouts of America Equal Access Act. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to: Jean Holstein (Equity Coordinator), Lisa Whitman (Sr. Director of Human Resources), or Debbie Moffitt (Sr. Director of Curriculum, K-12), at 2680 West CR 476, Bushnell, FL 33513, Phone: 352-793-2315.

This is to certify that I and the group I represent will comply with the requirements of the School Board as explained to me by the Principal of the above named school Center and accept liability for any damage of the facilities caused by the persons involved in this activity. A certificate of public entity liability insurance may be required.

 Signature of Person Responsible for Activity

 Date

 Signature of Principal

 Date

<input type="checkbox"/> Meets criteria for <u>full</u> rental fee waiver <input type="checkbox"/> Meets criteria for <u>partial</u> rental fee waiver <input type="checkbox"/> In County profit generating activity <input type="checkbox"/> Non Resident/Out of County Profit Generating Activity <input type="checkbox"/> Deny

Administrative Recommendation:

Comments _____

<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Full Fee Waiver <input type="checkbox"/> Approved with Partial Fee Waiver <input type="checkbox"/> Denial approved _____ DATE: _____
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