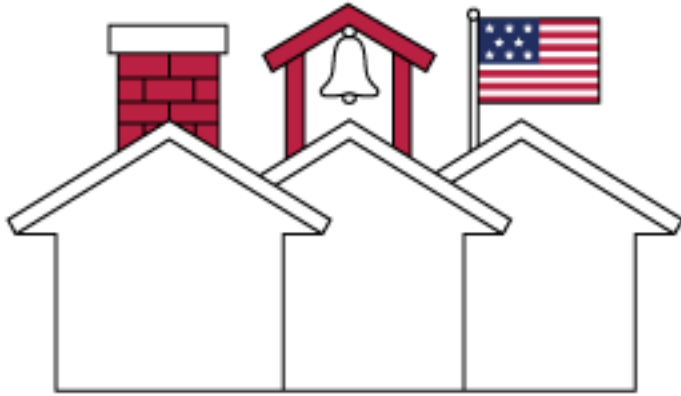


Facilities Use Handbook



School District of Indian River County

*6500 57th Street
Vero Beach, FL 32967*

Risk Management Department Version 2.0

The School Board of Indian River County, Florida does not discriminate in admission or access to or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, handicap or another reason prohibited by law.

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Use of Board Facilities

School Board Policy

7510 - USE OF DISTRICT FACILITIES

The School Board believes that the grounds and facilities of this District should be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property or interfere with the educational program of the schools.

The Board will permit the use of District grounds and facilities when such permission has been requested in writing by a responsible organization or a group of citizens and has been approved by the Superintendent.

Users shall abide by all District procedures and rules regarding the use of District grounds and facilities and be liable for any damage incurred. Under no circumstances shall the grounds or facilities be used to raise funds for political purposes.

Should all or any part of the District's community be struck by a disaster, the Board shall make District grounds and/or facilities available, at no charge, for the housing, feeding, and care of victims or potential victims when requested by local, State, or Federal authorities. The Superintendent should meet with the Emergency Management Operations of Indian River County to establish a disaster preparedness plan in order to provide that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program.

The Superintendent shall develop administrative procedures for the granting of permission to use District facilities including a schedule of fees which, together with the costs used to determine such fees, must be approved by the Board.

Users shall be liable financially for damage to the facilities and for proper chaperonage.

No liability shall attach to this District, or any of its employees and officers, specifically as a consequence of permitting access to these facilities.

General Instructions for Facility Use Request

1. When preparing to schedule an event, the following information will be necessary:
 - a) Title of the Event.
 - b) School, specific location or rooms requested.
 - c) Dates intended for use and times.
 - d) Anticipated number of attendees.
 - e) Name, address and e-mail address of User organization.
 - f) Certificate of Liability Insurance (see Exhibit A, Insurance Clause.)
 - g) Current Tax-Exempt Certificate 501 (c)(3) (if applicable).
2. Request for an event must be made a minimum of **five (5) business days** in advance and no greater than **three (3) months** prior to the event. Recurring events shall not exceed the school year.

Authority to Grant Use of School Facilities

School property, facilities and equipment are intended primarily for school educational purposes and for the benefit of students. No other use shall interfere with these purposes. School facilities may be made available for community use under the following guidelines and upon approval of the insurance requirements by the Office of Risk Management.

Responsibilities of Principal / Site Administrator:

1. Determine if proposed use of property, facilities or equipment is consistent with Indian River County School Board Policy 7510 and suitable for the facilities to be used.
2. Determine if dates of proposed use conflict with School Board sponsored activities.
3. Determine the Category classification for the Organization. See the category descriptions on page 5 of this handbook.

4. Calculate the charges for use of school facilities. See the facility fee schedule on page 6 of this handbook.
5. Request references if applicable.
6. Official school booster clubs, parent organizations, and any other student-based support organization are also required to abide by these procedures. Reference School Board policy 9211.
7. Refuse to grant the use of any property, facilities or equipment when the organization or the proposed use fails to comply with School Policy 7510 or where an organization's prior use of school facilities in this or other school Board has been unsatisfactory.
8. Terminate the use of any Board property, facilities or equipment whenever the organization fails to comply with any condition for use.
9. Complete the 'Request for Facility Use form' – Attachment One.
10. Prepare and submit the following documents to the Office of Risk Management.

Required documents:

- a. Fully executed 'Request for Facility Use' together with any other contract/agreement for use. (Attachment One).
- b. Fully executed 'Hold Harmless Statement'. Reference Exhibit B. Hold Harmless Agreement.
- c. Certificate of Insurance(s). Reference Exhibit A. Insurance Clause and Exhibit C: Evidence of Insurance, Certificate of Insurance (COI) example.
- d. Sales Tax Exemption Certificates, if applicable.
- e. Occupational License, if applicable.
- f. Payment – Check or Money Order.

Collection Procedures:

11. Check or money order, made out to: School Board of Indian River County.
 - a. Administrative Fee: An Administrative Fee will be charged for ALL rentals, and Split 50/50 with the Board and School/Department.
 - b. Facility Supervision Fee: Outside of normal school hours, a school resource official must open and close facilities, if applicable.
 - c. Custodian Fee: Preparing facility before/after event (move equipment, tables, chairs, clear restrooms, etc.)
 - d. School Resource Officer or Law Enforcement Fee: Required as per crowd management/traffic control requirements.

- e. Multi-Purpose Room Fee: Per room up to 3 hours, \$15 an hour for each additional hour, or portion, therefore.
 - f. Rental Fee: See Schedule – 50/50 split with the District and the School.
 - g. Other Fees (if applicable): Food Service Fee, Utility Fee
 - h. Sales tax, if applicable, will be charged according to the current rate defined by State Sales Tax Rate for Rental/Lease/License to Use Real Property. Contact Finance Department for current annual rate.
12. Submit required documentation (see item 10 a-g) to the Risk Management Department for approval and processing:
- a. Email address: Dist.CO.RiskManagementIncidents@indianriverschools.org
 - b. Risk Management will approve Request for Facility Use and forward documents to Finance Staff Accountant.
13. Finance will process payment, issue receipt(s) and any reimbursement to the School/Department.
14. Principal/Site Administrator in conjunction with the Office of Risk Management must approve all facility use requests before the User’s event.

User Group Definitions

Definitions	
Group 1	School-Based Organizations Those volunteer organizations focus on school success, including school based events, booster clubs, and parent-teacher organizations or associations and any officially approved SDIRC Wellness Program activity.
Group 2	Tax Exempt Organizations 501 (c)(3) non-profit, as defined by the Internal Revenue Service and whose presence benefits the students, the school Board, community interests, and are consistent with the educational mission of the school Board.
Group 3	Outside Organizations Those organizations (including private or commercial) whose presence benefits the students, school Board, community interests and are consistent with the educational mission of the school.

Fee Schedule

- 1. Administration Processing Fee:**
\$100.00 per Facility Use Request
- 2. Facility Supervision Fee (outside normal school hours):**
\$25.00 per hour
- 3. Event Custodian Support**
\$25.00 per hour
- 4. School Resource Officer or Law Enforcement Officer Fees:**
\$35.00 per hour
- 5. Multi-Purpose Room Fees:**
\$50 per use room up to three hours.
\$15 for each additional hour or portion thereof after three hours
- 6. Rental Fees:**
\$25.00 per hour
- 7. Facilities fees as per the following:**

a. Auditoriums:	Seating	Rent
Sebastian River High School	1,080	\$2,000.00 24 hrs. All Inclusive
Vero Beach High School	1,012	\$2,000.00 24 hrs. All Inclusive
Freshman Learning Center	494	\$400.00
Sebastian River Middle School	421	\$400.00
Gifford Middle School	421	\$400.00
Oslo Middle School	421	\$400.00
Storm Grove Middle School	421	\$400.00

b. Gymnasiums	Seating	Rent (4 hrs) (6 hrs)
Vero Beach High School (Witt Gym)	2,000	\$500 \$750
Vero Beach High School (Small Gym)	200	\$300
Freshman Learning Center	700	\$150
Sebastian River High School	1,618	\$500 \$750
Gifford Middle School	600	\$400
Oslo Middle School	600	\$400
Sebastian River Middle School	1,000	\$400
Storm Grove Middle School	600	\$400 \$850

c. Football Stadiums	Seating	Rent (per event)	With Lights
Vero Beach High School <i>Citrus Bowl</i>	7,000	\$3,000	
Sebastian River High School <i>Shark Stadium</i>	2,500	\$2,500	
Baseball and Softball Stadiums:			
Vero Beach High School	\$500	\$750	
Sebastian River High School	\$500	\$750	
Fenced/Gated Soccer Fields: 6 hours	Rent-No Lights	Rent-With Lights	
Vero Beach High School	\$100	\$250	
Sebastian River High School	\$100	\$250	
Cafeteria/Kitchens	Café	Café & Kitchen	
Secondary	\$220	\$420	
Elementary	\$170	\$370	
Golf: Driving Range		Utility Fee	
(NO CHARGE for daytime use)			
Vero Beach High School (three-hour use)		\$75	

Technical Equipment

The use of classroom equipment (computers, printers, copiers, document cameras and LCD projectors) are not authorized.

Playgrounds and Open Fields

Although playgrounds and open fields are not assessed a fee, their use must be scheduled and approved in advance. Once approved, they may be used after school hours until sundown. Individuals using these facilities assume responsibility for any risk of injury or property damage. Individuals/Organizations using these facilities must fill out the Facility Use Request Form, *provide a Certificate of Insurance* and complete the Hold Harmless Statement. Restrooms will not be made available.

Keys

Keys may NOT be issued to anyone outside of school officials. Opening/closing procedures for all facility Users must be provided by an authorized school official.

Refunds

The facility requestor is eligible for a refund only if the facility Administrator is notified within 15 days of the event.

General Instructions to Schedule a Request

1. Review the Indian River School Board, 'Facilities Use Handbook'.
2. Ensure that the requirements to use the facilities as outlined are met.
3. Identify which User Group is applicable to the event.
4. Contact the school Principal and or the Site Administrator preferably by email to request the Use of the Facility.
5. Determine if the facilities are available for the dates of the event.
6. Provide the requirements and documents as identified herein to the Site Administrator.
7. The Site Administrator will facilitate Risk Management approval.

Terms and Conditions

- a) **User Agreement:** User must agree to the Terms and Conditions as set forth by the Superintendent as evidenced by signature on the Facility Use Agreement. If the Terms and Conditions are not adhered to, the User will be denied use of the facility.
- b) **School Board Policy:** Reference policy 7510.
- c) **Board Staff:** Indian River School Board employees may need to be hired for event to provide access to our facilities, as they possess knowledge of security systems and can contact security in the event of an emergency. Additionally, Crowd Control Managers are required for highly attended events.
- d) **Supervision:** User shall at all times provide sufficient supervision of its activities to insure the safety and protection of its participants and school Board property. The School Board may require additional supervision to be paid by User, including Security Personnel, as deemed appropriate by Principal/site Administrator.
- e) **Right to Cancel:** In all circumstances, the School Principal reserves the right to cancel an event at any time. The User may cancel the event at any time. Refunds are limited to 15-day advanced notice.
- f) **Scheduling:** Events must be scheduled a minimum of (5) business days prior to the event date to ensure time for processing. Requests less than 5 days in advance will be declined. Requests must be made no greater than (3) months in advance of the event date. Recurring events shall not exceed the school year.
- g) **Payment:** The User Fee payment must accompany the Request for Facility Use. If the request is denied, the payment will be returned in full. At no time shall an event be held that has not been paid for.
- h) **Refunds:** If the Facilities User desires to cancel the event, they must notify the Site administrator no later than 15 days before the event to receive a refund.
- i) **Insurance:** See Exhibit A.
- j) **Alcohol:** No alcoholic beverages may be sold, consumed, possessed or brought on to School Board property.
- k) **Responsibility:** User shall follow and enforce all Indian River County School Board rules and policies; Users are responsible for their employees, volunteers, invited guests and participants. The use of or possession of any form of tobacco, illegal drugs, alcohol, obscene materials or acts is prohibited. Profane language, gambling and/or violence are prohibited.
- l) **Food Service:** Notify the Site administrator well in advance, if service equipment or kitchens are required, as it is mandatory to have Board Food Service staff present. Indian River County School Board requires the presence of a Food Service employee when school kitchens and equipment are used. Outside food or beverages may be used upon written approval of the School Food Service Director or designee.
- m) **Clean Air Act:** Enforce the Indian River County School Board's Policy 7434 Clean Air Act/Tobacco Free Environment.

- n) **Discrimination:** Enforce the Indian River County School Board's Policy 2260 and 1122 prohibiting discrimination on basis of race, religion, national origin, sex, age, marital status or disability.
- o) **Sales Tax:** The User must pay the rental sales tax as set by the finance department. NOTE: A Federal Tax Exemption number does not apply to State of Florida Sales Tax Exemption.
- p) **Sublet:** The User may not sublet any part of the facility or premises to another person or entity.
- q) **Background check:** Complete a minimum Level 1 background screening on all employees and volunteers within the organization. Background documentation must be kept for a minimum of five (5) years and be provided to Board staff if it should be requested at any time.
- r) **Advertising:** The User shall comply with School Board Policy 9700.01 - Advertising and Commercial Activities, General Advertising Guidelines.
- s) **Equipment** or material owned by the school Board may not be used or moved without written approval from the Principal/Site Administrator. If approval is granted, the User will be assessed a fee for any damage of School Board equipment or material.
- t) **Board property** shall not be used to store equipment or supplies brought in by non-Board organizations unless previously requested and approved in writing by the Principal/Site Administrator.
- u) **Facility Condition:** The facility shall be cleaned and restored to the condition in which it was provided unless other arrangements are expressly approved in writing by the Principal/Site Administrator. All necessary cleanup, repair, and restoration of property to its condition prior to use or access, shall be the User's responsibility. Failure to do so will result in an additional charge for custodial service based on the school Board's need for school readiness.
- v) **Limited Use:** All persons using the School Board's facility pursuant to the Facility Use Request shall confine themselves to the area of the facility to which temporary use has been granted.
- w) **Maximum Capacity:** Maximum Capacity as set forth by the Board Fire Marshall may not be exceeded.
- x) **No Endorsement:** Use of the facility by User does not constitute or imply the endorsement or recommendation of User by the School Board, nor is it intended as an endorsement or recommendation by the School Board of any views expressed by User.

Page End

Exhibit A: INSURANCE CLAUSE

Insurance requirements may not be waived.

The following insurance requirements must be met prior to the execution of the Facility Use Agreement without exception. Insurance requirements shall be submitted to the Principal/Site Administrator and the Risk Management office within 30 days of the event but no later than five (5) days before the event. Users shall furnish a Certificate of Insurance that complies with the insurance requirements listed below.

The Certificate of Insurance shall list the deductible as well as coverages identified below. If requested, a complete copy of the insurance policy must be provided to the Risk Management Office within five (5) days of the event. The Board by and through its Risk Management Department, reserves the right to review, modify, reject or accept any required policies of insurance, including limits, coverages or endorsements, herein from time to time throughout the term of this contract. The following liability coverage limits must not be less than the limits specified. All contractors including any independent contractors and subcontractors utilized must also comply with the below insurance requirements.

All insurance carriers must have an AM Best rating of at least A: VII or better. When a self-insured retention or deductible exceeds \$5,000, Board reserves the right, but not the obligation, to review and request a copy of the User's most recent annual report or audited financial statement.

All policies are required to provide **The School Board of Indian River County as an ADDITIONAL INSURED** with a Thirty (30) day notice of cancellation endorsement. The endorsement(s) must be attached to the certificate of insurance.

Commercial General Liability

Insurance coverage for death, bodily injury, personal injury, or property damage. The School Board of Indian River County must be added as an ADDITIONAL INSURED and that the insurance is not cancelable without first giving thirty (30) days written notice to the School Board. Any requirements, conditions, or stipulations that limit or restrict a covered activity must be clearly indicated on the Certificate of Insurance or attached thereto. If coverage is afforded solely or in part, through membership, registration, or participation in a master association, organization, or group, the terms and conditions for continued eligibility must be maintained. A lapse in insurance or failure to maintain appropriate coverage will result in the termination of this agreement and the User may be denied future use of the facility.

- Coverage for Sexual Abuse and Molestation must be included in the commercial general liability insurance and/or an additional insured endorsement must be attached to the certificate of insurance. The additional insured endorsement should be issued on an ISO or similar form and apply on a primary and noncontributory basis.

Each occurrence	\$1,000,000	
Personal/advertising injury	\$1,000,000	
Products/completed operations aggregate	\$2,000,000	
General aggregate	\$2,000,000	
Fire damage	\$1,000,000	Property Damage
Medical expense	\$ 10,000	Any 1 person

Automobile Liability

Insurance coverage for any auto, including hired and non-owned, used in the course and scope of work. Business automobile liability insurance coverage must be on an occurrence form with limits of at least \$500,000 combined single limit, or \$100,000 per person and \$300,000 per accident. Insurance is required as noted herein if your business owns, leases or rents vehicles. For personal vehicles that are not owned by the business but are driven onto school property in order to conduct business, we require evidence of personal automobile insurance at least equal to the Florida legal minimum of \$10,000 personal injury protection (PIP) and \$10,000 property damage liability (PDL).

Exhibit B: Hold Harmless Agreement

The User shall, in addition to any other obligation, indemnify the School Board of Indian River County (School Board) and to the fullest extent permitted by law, protect, defend, indemnify and hold harmless the School Board, its agents, officers, elected officials and employees from and against any and all claims, actions, liabilities, losses (including economic and non-economic losses), and costs arising out of any actual or alleged;

- a) bodily injury, sickness, disease or death, damage to reputation or injury to or destruction of tangible property including the loss of use resulting therefrom, or any other damage or loss arising out of, or claimed to have resulted in whole or in part from any actual or alleged act or omission of the User, any subcontractor of the User, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable in the performance of and or participation of the activity; or
- b) violation of state and federal law (including any privacy provision contained therein or promulgated by the Board), statute, ordinance, governmental administration order, rule or regulation by the User, any subcontractor of User, or anyone directly or indirectly employed by any of them in the performance and or participation of the activity; or the work of; or
- c) liens, claims or actions made by the User, any subcontractor of the User, or any other party performing and or participation of the activity; and or the work.

The indemnification obligations hereunder shall not be limited to any limitation on the amount, type of damages, compensation or benefits payable by or for the User or any subcontractor of the User under workers' compensation acts; disability benefit acts, other employee benefit acts or any statutory bar. Any costs or expenses, including attorney's fees, incurred by the School Board of Indian River County to enforce the hold harmless agreement shall be borne by the User.

The above provisions shall survive the termination of this Agreement and shall pertain to any and all claims for occurrences during the term of this Agreement, even though such claims may be presented after the termination hereof. Nothing contained herein is intended nor shall be construed to waive the School Board of Indian River County's rights and immunities under the common law or Florida Statutes including, but not limited to, Florida Statutes 768.28, as amended from time to time.

I hereby acknowledge that the conditions set forth above have been fully read by me and understood by me and endorsed by the and that the obligations herein supersede and rescind any prior agreements or arrangements or business dealings or practices that I as the User may have had with the Board in the past and does further govern the current obligations of the parties from this date forward.

Request for additional information shall be directed to the Risk Management Office, School Board of Indian River County at (772) 564-3129.

Signed: _____

Date: _____

Printed Name: _____

User Name: _____

Exhibit C: Evidence of Insurance, Certificate of Insurance (COI) example

	CERTIFICATE OF LIABILITY INSURANCE	Current Date DATE (MM/DD/YYYY) 9/14/2016			
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>					
PRODUCER Florida Insurance, Inc.	Insurance Agent/Broker Name and Address (legal entity)	CONTACT NAME: PHONE (A/C, No. Ext): Contact Information FAX (A/C, No): E-MAIL: ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: ABC Insurance Company INSURER B: INSURER C: Contact Information INSURER D: INSURER E: INSURER F:			
INSURED Sample Named Insured Address City, State, Zip Code	Vendor/Service Provider Name and Address (legal entity)				
COVERAGES CERTIFICATE NUMBER: CL1672117628 REVISION NUMBER:					
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
INSP LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X			EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP* (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPOF AGG \$ 1,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS HIRER AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ 500,000 BODILY INJURY (Per person) \$ 100,000 BODILY INJURY (Per accident) \$ 300,000 PROPERTY DAMAGE (Per accident) \$
C	UMBRELLA LIAB EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ Indicate if any
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A		E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	PROFESSIONAL LIABILITY				Each Occurrence \$ 1,000,000 Aggregate 2,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)					
Indicate additional insured status and a description of the activity or service, include limitations, if any.					
CERTIFICATE HOLDER School Board of Martin County 500 East Ocean Boulevard Stuart, FL 34994 (772) 219-1200 Name and address as shown			CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Signature required		
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ACORD 25 (2014/01) The ACORD name and logo are registered marks of ACORD IN8025 (2014/01)					

REQUEST FOR FACILITY USE AGREEMENT: ATTACHMENT ONE

School/Facility:	Room/Location
Name of Event:	Date of Event:
Time of event: Start am/pm End am/pm	Purpose of Event:
Organization: Name	Contact Person: Email address:
Address	City/State/Zip
Organization phone:	Contact cell phone:
Received by: School official:	Received date:

User Category

CATEGORY 1	SCHOOL BASED ORGANIZATION	Those volunteer organizations focus on school success, including school-based events, booster clubs, and parent-teacher organizations or associations and any officially approved SDIRC Wellness Program activity.
CATEGORY 2	TAX EXEMPT ORGANIZATION	501 (c)(3) non-profit, as defined by the Internal Revenue Service and whose presence benefits the school Board, community interests, and are consistent with the educational mission of the school.
CATEGORY 3	OUTSIDE ORGANIZATION	Those organizations (including private or commercial) whose presence benefits the students, school Board, community interests and are consistent with the educational mission of the school.

Fee Schedule	Amount	Description/Details/Funding Strip(s)	
Administrative	\$100.00	Processing Fee per Request 9001.100.3425.1575 50% XXXX.100.3425.1575 50%	\$
Facility Supervision	\$25/hour	Outside of normal school hours, a school Official must open and close facilities if applicable. 9001.100.3495.1575.	\$
Custodian Fee	\$25/hour	Preparing facility before/after event (move equipment, tables, chairs, clean restrooms, oPEN/CLOSE BUILDING etc.) XXXX.00.7900.1010.1999	\$
School Resource Officer or Law Enforcement	\$35/hour	Required as per crowd management/traffic control requirements. 9001.100.3495.1599	\$
Multi-Purpose Room	\$50	Per room up to 3 hours, \$15 an hour for each additional hour, or PORTION THEREoF: XXXX.100.3425.1575	\$
Food service fee	\$	Reference Fee Schedule XXXX.410.3495.4999	\$
Utility Fee	\$	Reference fee Schedule 9001.100.3495.1575 9001.100.XXXX.XXXX	\$
Sales Tax		6.5% AS OF JAN.1, 2020 9001.100. .1999	\$
TOTAL DUE		TOTAL DUE	\$

USER ACKNOWLEDGEMENT AND AGREEMENT: I, as official user of the facility as indicated above, have read and hereby agree to the "Responsibilities of User/Conditions of Use". I further acknowledge that use of the facility does not constitute or imply endorsement or commendation by the School Board, nor is it intended as an endorsement or recommendation by the School Board of any views expressed.

SIGNATURE:

DATE:

Principal/Site Administrator, I have reviewed the above application and hereby submit it with the required supporting documentation to Risk Management for approval. **SIGNATURE:**

DATE: