



# APL Facility Use Application & Agreement

(Updated 06-01-25)

Academy Prep Center of Lakeland (APL) wishes to encourage use of school facilities by the community as long as use is of lawful purpose and does not interfere with the conduct of APL's educational programs, the primary purpose of which the buildings and grounds are intended. Community use of facilities is subject to the terms below and the current fee schedule (provided upon request). Permission to use a particular facility may be denied based on a belief that the activity proposed may not be in APL's interest or due to the level of previously scheduled use. Special requests or details may be submitted with this form on a separate sheet.

Name of Applicant (person/organization): \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Nature and Purpose of Activity: \_\_\_\_\_

Date(s) Needed: \_\_\_\_\_ Times Needed: \_\_\_\_\_

Circle Facility Needed:	Gym	Serving Kitchen	Covered Serving Area	Athletic Field
	Classroom(s)	Learning Center	Conference Room	Other: _____
Circle Equipment Needed:	Chairs	Tables	Flag	Podium
	Screen	Microphone/Sound Equipment	Other: _____	

Will admission be charged? Circle YES or NO If YES, admission price: \$\_\_\_\_\_

Will alcohol be served? Circle YES or NO

- The Applicant entering into this facility use agreement with APL for the use of school facilities or equipment described above certifies that the information given in this application is current. The undersigned further states that he/she has the authority to make this application for the Applicant and agrees that the Applicant will observe all the rules and regulations. The application further agrees to reimburse APL for any damages arising from the Applicant's use of said facilities and/or equipment. Any accident involving injury to participants or damages to facilities or equipment occurring during the use of APL facilities or equipment will be reported to the Operations Director immediately.
- The Applicant must provide a certificate of liability insurance that names Academy Prep Center of Lakeland as a certificate holder prior to usage.
- The Applicant agrees that APL and its agents or employees will not be liable for any damage to person or property by reason of negligent acts of Applicant, its agents, employees, invitees, or subcontractors. Applicant agrees to protect, indemnify for legal costs and other expenses, and hold harmless, APL and its officers, employees, directors and agents from claims, liabilities, or suits, arising from injury to person or property from negligent acts of Applicant, directly or indirectly attributable to the Applicant's activities and/or use of premises except for APL's sole negligence.

**I have read the policies and rules above and on the reverse side of this form and agree with the conditions and charges as established:**

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

Approved: YES or NO      Total Rental Fee Charged: \$\_\_\_\_\_      NOTES: \_\_\_\_\_

APL Head of School Signature: \_\_\_\_\_



## APL Facility Use Policies & Rules

- Applicant is responsible for the safety and conduct of its participants and spectators.
- Satisfactory sponsorship and adequate adult supervision must be provided by the Applicant.
- Security may be required for some activities. APL will assist with hiring an off-duty officer to provide event security, at cost to the Applicant.
- All events will require an employee of APL to be present, the cost of which will be included in any fees.
- All events will be required to meet local occupancy load and fire and safety regulations.
- Use of tobacco and/or drugs is prohibited.
- Use of alcohol is permitted on a case by case basis and requires additional liability insurance. The Applicant may provide this insurance or request APL to provide it, at cost to the Applicant.
- Profane language and/or other objectionable conduct may result in barred use of facilities.
- Firearms or other dangerous weapons are prohibited.
- Games of chance, lotteries, and giving of door prizes are not allowed except where permitted by law and then only with APL's prior approval.
- Access to facilities and services, except as otherwise addressed in these rules, shall be limited to that specified on the application.
- Alterations to the field/facility are prohibited without APL's prior approval. This may include such things as hanging signs, erecting backstops, placing goals, using masking tape on walls and floors, etc.
- APL owned equipment shall not be removed from the facility or loaned to any individual or organization unless prior approval has been granted by APL.
- Applicants cannot use APL owned expendable supplies unless APL grants prior approval.
- Applicant is responsible for special set up requirements and clean up, unless specifically requested in the application.
- Applicant is responsible for returning the facility to its original condition immediately following the event.
- Appropriate gym shoes are required for all activities on the uncovered floor of the gymnasium.
- Cancellations by applicants require at least a 24 hour notice. Otherwise, related actual costs shall be borne by the applicant.
- Facility use is canceled when facility/building is closed by APL due to an emergency.
- APL reserves the right to refuse or revoke any authorization issued for the use of a school building or grounds, and if rental has been paid, to refund such rental, less expenses incurred, by APL in connection therewith.

<b>Facility Use Fee Schedule</b>	
Non-Refundable Deposit:	\$250
Rental Rate:	\$50/hour per building
<p><i>Note: The Applicant will be charged the cost of any damage in excess of deposit. Additional required fees (such as custodial or security) will be determined on a case by case basis.</i></p>	

*APL complies with all state and federal rules and regulations and does not discriminate on the basis of race, color, national origin, (including language), sex, sexual orientation including gender expression or identity, creed, religion, age, veteran or military status, marital status, disability, or the use of a trained dog guide or service animal by a person with a disability. This holds true for all school employment and opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school Operations Director at 863-940-8900.*