

# Use of Facilities Request Instructions

## Gadsden County School District

### REQUIREMENTS TO USE A SCHOOL BOARD FACILITY:

1. Use of Facilities request form must be approved by principal (form attached)
2. Insurance, NO EXCEPTIONS (required insurance information attached)
3. All fees paid either by money order or cashier's check, NO EXCEPTIONS (fee list attached)

Approval will not be given until all documents and fees are received.  
Due two weeks before the date of the event.

### INSTRUCTIONS:

*The Use of Facilities request approved by the principal, proof of insurance with Gadsden County School District listed as "CERTIFICATE HOLDER/ADDITIONAL INSURED" and all fees must be completed, paid, and submitted to the Assistant Superintendent for Support Services at least two weeks prior to the date of the event. All fees are to be paid either by money order or cashier's check payable to Gadsden County School District.*

- Complete the Use of Facilities Request form.
- Take the completed form to the requested facility and obtain the approval and completion of fee schedule by the principal.
- After the principal approves your request and all required items are obtained, the organization must bring the request form, proof of insurance and payment for all fees either by money order or cashier's check to the Max Walker Building, 35 Martin L. King Jr Blvd, Quincy, FL 32351. Ask for Mrs. Jane Butler in the office of the Assistant Superintendent for Support Services.

**The Use of Facilities request will not be approved until all required documents are received.**

- The Assistant Superintendent will not accept the request or give approval until all documents and fees are received. The organization will receive a copy once action is taken by Assistant Superintendent.
- Cooking oil and grease should be disposed of properly and not put in the dumpster.
- No hard shoes are allowed on the gym floor at any time.

## Use of Facilities Request Form Gadsden County School District

Complete every box

<i>Organization:</i>	<i>Phone #:</i>	<i>Date:</i>
<i>Address, City, State, Zip:</i>	<i>Email Address:</i>	
<i>Organization's Representative:</i>		<i>Phone #:</i>
<i>Representative's Mailing Address:</i>		
<i>Facility Requested (School &amp; Building / Area):</i>		
<i>Date Requested (begin):</i>	<i>Begin Time:</i>	
<i>Date Requested (end):</i>	<i>End Time:</i>	
<i>Describe the event to be held at the facility:</i>		
<i>Estimated Attendance:</i>		

Pursuant to School Board Policy 9.30, the Gadsden County School District permits the use of certain facilities by civic, religious, or other non-profit group/organization for non-school activities on a specific, temporary or short-term basis not to exceed one (1) year, with specific Board Approval for periods beyond a span of six (6) months. Facilities are only available when not being used by students and/or employees. The organization must execute The Gadsden County School District Memorandum of Understanding Governing the Use of School Board Facilities. The Fee Schedule for Use of School Board Facilities outlines the costs associated with the use of the facilities.

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Date

*When this form is completed in it's entirety, it should be submitted to the principal of the school to which this request applies.*

**~FOR SCHOOL USE ONLY~**

**APPROVED**

*Circle One*

**NOT APPROVED**

\_\_\_\_\_  
*Principal Signature*

\_\_\_\_\_  
*Date*

**Fee Schedule Instructions**  
**To be completed by Principal/Designee**

1. Determine what building(s) will be needed and the number of hours it will be used.
2. Calculate the total amount of building costs.
3. Determine the number of custodial/food service/administrative personnel needed for the event and calculate the costs.
4. If there are other incidental costs, they should be included on the "other" line.
5. Determine the total cost by adding the base usage charge of \$150.00, the total building use cost, others costs and the personnel costs. The sum will be the ***TOTAL OF ALL FEES (payable by money order or cashier's check).***
6. Notify the organization's representative of the total cost and remind him/her of the terms and conditions of the Memorandum of Understanding (MOU).

<b>BUILDING</b>	<b>HOURLY COST</b>	<b>ESTIMATED HOURS TO BE USED</b>	<b>ESTIMATED AMOUNT</b>
Kitchen/Dining <i>Climate Controlled</i>	<b>\$60.00</b>		
Gym – Heated	<b>\$37.00</b>		
Gym – Cooled	<b>\$39.00</b>		
Athletic Fields (with Lights) Football Baseball Softball Track Practice	<b>\$40.00</b>		
Athletic Fields (no Lights) Football Baseball Softball Track Practice	<b>\$30.00</b>		
Classroom	<b>\$15.00</b>		
			<b>\$</b>

In addition to the above fees the following shall apply:

1. A base usage fee of \$150.00 will be charged for all facilities use.
2. Custodial Fee – A charge of 1.5 times the workers hourly rate of pay will be assessed for custodial services. This will include the time necessary to open the facility, clean during its use and the estimated time necessary to clean the facility after its use. The school administrator and the custodian will jointly determine the hours to which this fee will be assessed.
3. Food Service Assistant – A Charge of 1.5 times the worker's hourly rate of pay will be assessed for the required food service personnel. The school administrator and the food service worker will jointly determine the hours to which this fee will be assessed. Cooking oil and grease should be disposed of properly and not put in the dumpster.
4. Any other incidental fees as may be deemed necessary by the principal.

\*If more than one worker is needed in each area below, calculate the total hourly rate for all workers in the area.

<b>Position</b>	<b>Number of persons required</b>	<b>1.5 Hourly Rate*</b>	<b>Hours</b>	<b>Total</b>
Custodian			<b>Minimum of 6 hours required for custodian care</b>	
Food Service Assistant				
Other				

Total of all fees: \$ \_\_\_\_\_  
**Make money order payable to: Gadsden County School District**

**The Memorandum of Understanding Governing the  
Use of School Board Facilities**  
*~Gadsden County School District~*

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1. Pursuant to the School Board Rule 9.30, this agreement is made by and between GADSDEN COUNTY SCHOOL DISTRICT, hereinafter referred to as the SCHOOL BOARD, AND \_\_\_\_\_, hereinafter referred to as ORGANIZATION.
2. The term of this agreement is from \_\_\_\_\_ to \_\_\_\_\_.
3. The SCHOOL BOARD agrees to allow ORGANIZATION to use property of the SCHOOL BOARD located at \_\_\_\_\_ School for the purpose of \_\_\_\_\_.
4. ORGANIZATION hereby agrees that the SCHOOL BOARD, its agents and employees, will in no way be liable for any injury that may occur to any person while engaged in, connected with, or in attendance at the above function described in paragraph
5. ORGANIZATION agrees to indemnify and hold harmless the SCHOOL BOARD, its agents and employees against any and all liabilities for personal injury, including injury resulting in death or damage to property or both, resulting directly or indirectly from the use by ORGANIZATION, of SCHOOL BOARD property, and caused by the ORGANIZATION, its officers, agents, employees, licensees, volunteers, or invitees and agrees to reimburse the SCHOOL BOARD for all costs, fees, and expenses involved in defending any such claims that may result there from.
6. ORGANIZATION agrees that it will furnish to the SCHOOL BOARD, along with this agreement, a **CERTIFICATE OF INSURANCE** showing proof of **General Liability Insurance in the minimum amount of One Million Dollars (\$1,000,000.00) property damage and bodily injury liability per occurrences. “CERTIFICATE HOLDER/ADDITIONAL INSURED, Gadsden County School District”** must appear on the Certificate of Insurance furnished with this agreement.
7. ORGANIZATION assumes full responsibility for the character, acts and conduct of all persons admitted to the district facilities or property by the consent of the ORGANIZATION.
8. ORGANIZATION agrees to provide at least one (1) licensed public safety officer to provide security services for the duration of the function. Compensation will be the responsibility of the ORGANIZATION.
9. Cooking oil and grease should be disposed of properly and not put in the dumpster.
10. All applicable fees (*payable by money order or cashier's check only*), the execution of this Memorandum of Understanding (MOU), and proof of insurance must be provided prior to approval being granted.
11. No hard shoes are allowed on the gym floor at any time

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

ORGANIZATION'S REPRESENTATIVE

THE SCHOOL BOARD OF  
GADSDEN COUNTY, FLORIDA

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Superintendent or Designee

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

Each organization and/or entity utilizing school facilities, belonging to the Gadsden County School District, is required to obtain a Liability and Insurance Coverage Policy. Requesting individuals and/or entities must adhere to the following stipulations:

- § **ORGANIZATION** agrees that it will furnish to the SCHOOL BOARD, along with this agreement, a CERTIFICATE OF INSURANCE showing proof of General Liability Insurance in the minimum amount of One Million Dollars (\$1,000,000.00) property damage and bodily injury liability per occurrences, which can be obtained through your personal insurance or through sites such as www.theeventhelper.com or www.wedsafe.com (typical cost of \$135.00)
- § **ORGANIZATION** agrees to purchase the insurance for the number of days the site/location will be utilized
- § **ORGANIZATION** agrees to list the Gadsden County School District as the “Certificate Holder/Additional Insured”
- § **ORGANIZATION** agrees and understands that no event, function, etc. may take place without this document
- § Upon purchase/completion, **ORGANIZATION** agrees to attach a copy of policy to their completed ***Request to Use Facilities Form***
- § **ORGANIZATION** understands that this document/policy is due no later than **TWO WEEKS** before their scheduled event