

Cost Center _____



Request for Use of Facilities

Part A: To Be Completed By Requesting Person or Organization

Requesting Organization: _____

Name of Person in Charge: _____ Phone: _____

Address: _____

Date(s) of Activity: _____

Start Time(s): _____ End Time(s): _____

Facility Requested: _____ Bldg/Room #: _____

Description of Activity: _____

What additional services are requested? (*custodial, security, food service, etc.*): _____

ENTER NONE OR THE ADDITIONAL SERVICES REQUESTED - DO NOT LEAVE BLANK

Part B: To Be Completed By Site Administrator

Approved: YES NO By: _____ Date: _____
Signature

Comments: _____

Required Information Attached: Contract: YES NO Insurance Certificate: YES NO

Cost Calculations (*total amounts for each*):

Rental Fee: _____ Custodial Costs: _____

Food Service Costs: _____ Security Costs: _____

Total Costs: _____ Date Paid: _____ Received By: _____

Cost Center _____



USE OF FACILITY AGREEMENT

This agreement is made this _____ between the Leon County School Board and
date agreement made

_____ (hereinafter referred to as User).
name of organization

WITNESSETH:

_____ hereby agrees to permit the User to rent on the day(s) of
name of LCS facility

_____ between the hours of _____
date(s) with the year *start time + am/pm*

and _____ for the purpose of _____
end time + am/pm *purpose of rental*

and for no other purpose, for the sum of \$ _____
dollar amount

This amount shall be due 10 working days prior to the date of the first scheduled event, payable to Leon County Schools. Any overpayment shall be reimbursed to the User within 10 working days and any underpayment shall be paid to Leon County Schools within 10 working days.

The User has full understanding of applicable Leon County School Board policies and procedures pertaining to use of facilities and agrees to the following stipulations:

1. Failure by the User to make full payment of rental and/or estimated personnel fees by the date stipulated will result in the cancellation of utilization.
2. The User will not permit alcoholic beverages or drugs to be brought on, or consumed on the school property. Smoking is prohibited.
3. The User agrees to be held responsible and liable for damages to the facilities caused by its use. The User further agrees to pay for such damages within a period of thirty days after use of the facility. The User recognizes and agrees that Leon County Schools will be the sole authority in the determination and assessment of damages to the facilities.
4. Leon County Schools reserves the right to cause the apprehension, removal or arrest of any individual the School believes is not exhibiting good conduct.

5. The User, excepting governmental agencies, agrees to fully indemnify, save, and hold harmless the Leon County School Board and its employees from and against all claims, demands, suits, or judgments (including costs and attorneys' fees), which arise as a result of the use by the User of the facilities rented, and to accept, defend and conclude to the satisfaction of the School Board all such matters, when arising out of or resulting from any possible injuries or death occurring to persons on school premises; or any damage to school property or premises, including buildings, contents, and equipment; and any damage to the property of others.
6. The User agrees to carry comprehensive general liability insurance in an amount not less than \$1,000,000.00 combined single limit per occurrence for bodily injury and property damage. The User will supply certificates evidencing such coverage and listing the Leon County School Board as "Additional Insured" on said policies.

Failure to comply with the above will result in immediate cancellation of the agreement, and

_____ and the Leon County School Board will be held harmless
name of school building

from claims or damages, except when prohibited by statute.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement:

School Principal _____

User _____

Director, Interdivisional Support Services _____

School Divisional Director _____

Purchasing Director _____

The Principal is the only one with the authority to negotiate a contract. An executed contract must be signed by the Principal and approved by the Director of Interdivisional Support Services, the appropriate Divisional Director and the Purchasing Director. A copy of each executed contract will be provided to the originating site, Risk Management and the Finance Department.

[See Policy 7510—Use of District Facilities](#)