

**Application for Use of School Building Facilities
School Board of Wakulla County, Florida**

If approved, this application will be subject to the conditions of the use agreement on the back of this form and to the charges indicated by separate sheet. Read the conditions of this agreement carefully before signing the agreement.

Date Applied _____ (Must be completed and submitted 10 days prior to meeting or use)
 Name of School/Facility _____ Category of User (I, II, or III: see back for explanation) _____
 Name of Organization Making Application _____
 Name of President/Organization Representative _____ Phone No. (____) _____ - _____
 Purpose and Description of Meeting _____
 Organization Website Address _____ E-mail address _____
 Will there be an admission charge? Yes No Anticipated Attendance _____ (number)

Date(s) of Use	Day(s) of Week (please check)	Hours of Use by Applicant	
	<input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F <input type="checkbox"/> S	From:	To:
	<input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F <input type="checkbox"/> S	From:	To:
	<input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F <input type="checkbox"/> S	From:	To:
	<input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F <input type="checkbox"/> S	From:	To:

Check Space Needed

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Classroom(s) _____ (qty) | <input type="checkbox"/> Kitchen | <input type="checkbox"/> Cafeteria/Auditorium | <input type="checkbox"/> Gym |
| <input type="checkbox"/> Stadium | <input type="checkbox"/> Track | <input type="checkbox"/> Ball Field | <input type="checkbox"/> Portable(s) _____ (qty) |
| <input type="checkbox"/> Performing Arts Theatre | <input type="checkbox"/> Teacher work room | | <input type="checkbox"/> Ball field lights |
| <input type="checkbox"/> Multi-Purpose Room | <input type="checkbox"/> Other _____ | | |

In addition to the terms listed in the back of this form the User shall:

- Indemnify and hold the School Board, its agents, servants, and employees; harmless from all liability for any injury or damage which occurs on any property or in any facility made available to the User by the School Board pursuant to this agreement and which occurs during the course of any program or activity sponsored by the User. This agreement to indemnify and hold harmless includes an obligation to indemnify and hold the School Board harmless for liability for any negligence on the part of the School Board. The User's promise to indemnify and hold harmless also includes an obligation to assume full responsibility and expense of investigation, litigation, judgment, and/or settlement of any complaint, claim, or legal action.
- If the user is a public entity as defined in Florida Statute (F.S.) and is protected by the State's Sovereign Immunity Laws as found in F.S. 768.28, the user shall indemnify the School Board for all exposures as described in (a) above as permitted by this statute.
- Furnish a Certificate of Insurance naming the School Board as a certificate holder and additional insured with general liability limits of at least \$1,000,000 per occurrence. Public entities shall submit a certificate outlining their coverages and adjusting company policy numbers.

I, _____, an officer and/or authorized representative of _____ organization, am empowered to enter into contracts and having read this agreement and conditions on the backside, do hereby agree to abide by said conditions including associated fees as noted on page 3.

Signature of Officer and/or Authorized Representative _____

Address _____

Authorized Representative's E-mail address _____ Phone No. (____) _____ - _____

Signature of Witness _____ *Application must be fully completed, signed, and witnessed*

All Facility Use Agreements expire June 30 of each year.

NOTE: Before this agreement becomes effective, it must bear the signature of parties below.

Approved by Principal/Designee

Approved by Risk Manager/Designee

CATEGORY OF USER

Category I:

Any school, school/district organization, or group contracted by the school/district that provides the delivery of educational services and programs to School District students as its priority. In other words, this category would include any group whose main purpose is to benefit the School Board or the students that attend its schools as its direct mission. This includes district sponsored and non-district sponsored student clubs and district labor organizations. None of these organizations are required to pay for use or utilities.

Category II:

Governmental youth agencies or programs, not-for-profit and non-district related (NFP/NDR) community youth educational or recreational activities, NFP/NDR national or local youth clubs or groups, NFP/NDR youth athletic teams, NFP/NDR youth service clubs conducting general recreational activities, NFP/NDR entities that provide students with community service hours for their assistance during fund raising activities on campus, parent initiated student clubs that meet on campus, community affairs, or public hearings for which no admission charge is made during the use of school facilities. These groups are responsible to pay all utility expenses as well as required school personnel and/or any additional clean-up costs when the use takes place outside the normal school day (normal school day hours run from 7:30 a.m. to 6:30 p.m. during the normal school calendar year) or all of these costs when the use takes place when school is out or on holiday or during winter, spring, or summer breaks.

Category III:

Governmental agencies (non-student related use), community groups, churches, not-for-profit/non-youth clubs or organizations, for-profit business enterprises, non-school related labor unions or individuals who:

- a. Charge participants a fee, tuition, collect donations, contributions or offerings; or;
- b. Conduct fund raising activities, or meetings or services to promote a business, product, religion, community/homeowner association, or ideology; or;
- c. Do not meet the criteria as a Type I or Type II user.

These groups are responsible for paying all Facility Use Charges, Utility expenses as well as school personnel and/or any additional clean-up costs

USE AGREEMENT

Persons or groups using the School Board buildings or facilities do so under the following conditions:

The School Board shall:

- a. Furnish light and water as it may, at its sole discretion, deem necessary for the purposes of the users.
- b. Reserve the right to cancel this permit if it is found that the facility is needed for school use.
- c. Reserve the right, in the exercise of its discretion, to rescind and cancel this permit at any time when, in their opinion, the purpose or purposes for which the premises herein described are being used, or intended to be used, shall be obnoxious or inimical to the best interests of the School Board; anything herein contained notwithstanding.

The User shall:

- a. Obtain at the User's own cost and expense any and all licenses or permits required by law or ordinance.
- b. Principal and shall be made at the user's expense and any change shall be replaced as found.
- c. Remove from the premises within twenty-four (24) hours following the final use, all equipment and material owned by the User. Anything not removed from the premises after 24 hours may be subject to storage charges.
- d. Have all deliveries of equipment and materials made with the prior consent of the School Principal.
- e. Honor the agreement for the purposes as specified unless written consideration is obtained from the School Board to assign, sublet or use said premises, or part. thereof, for any other purpose.
- f. Prohibit the use of intoxicating beverages, harmful drugs, or gambling devices of any kind.
- g. Forbid the use or storage on any part of the school premises any flammable or explosive substance or thing prohibited by any law or ordinance, or by standard policies of fire insurance companies.
- h. Pay for labor costs incurred by such usage.
- i. Pay for any additional utility expenses incurred by such use. The School Principal shall establish said charges from the School's normal utility charges.
- j. Pay federal admission taxes directly to the government.
- k. Follow all regulations for facility use as outlined in Board Policy as found on the district's website.

The following regulations shall be followed:

- a. Smoking shall not be allowed in any School or Board premises without the prior consent of the School Principal.
- b. School Board property shall not be removed from the school under any condition.
- c. Use includes parking areas and any and all locations on school property that participant may go with or without permission.

School Utility Fees - A charge of \$20.00 / hour will be assessed for each room scheduled to be used.

Additional AC Fee - The cost of air conditioning is included in the School Utility Fee for rooms that have individual AC units. Shadeville Elementary, Wakulla Middle and Wakulla High Schools have central units. The additional A/C fee of \$40.00 / hour will be assessed for scheduled use when these central units are turned on for the sole purpose of accommodating the organization. When these units are scheduled to be in a use for other reasons this fee will not be assessed.

Custodial Fee - A charge of 1.5 times the workers hourly rate of pay will be assessed for custodial services and paid directly to the custodial worker. 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 Operations Foreman or the Director of Operations / Maintenance will jointly determine the hours to which this fee will be assessed.

Kitchen Use Fee - A charge of 1.5 times the worker's hourly rate of pay will be assessed for the required food service personnel and paid directly to the food service worker. This cost is in addition to the \$30.00/hour room utility fee.

Administrative Fee - A charge of 1.5 times the principal or designee hourly rate of pay will be assessed for administrative services. The administrator will open and close the facility and will represent Wakulla County School Board during the event.

School Utility Fee	\$20.00	/ hour X_____	hours = \$_____
Additional A/C Fee	\$40.00	/ hour X_____	hours = \$_____
Kitchen Use Fee	\$30.00	/ hour X_____	hours = \$_____
Auditorium/Gym Use Fee without Heat & Air	\$30.00	/ hour X_____	hours = \$_____
Auditorium/Gym Use Fee with Heat & Air	\$40.00	/ hour X_____	hours = \$_____
WHS Football/Baseball field Use Fee w/o lights	\$30.00	/ hour X_____	hours = \$_____
WHS Football/Baseball field Use Fee with lights	\$30.00	/ hour X_____	hours = \$_____
Custodial Fee (paid directly to custodian)	1.5 x hourly rate_____	/ hour X_____	\$_____
Food Service Fee (paid directly to food service worker)	1.5 x hourly rate_____	/ hour X_____	hours = \$_____
Other_____			hours = \$_____

TOTAL DUE BEFORE DATE OF USE

Approved: _____ \$_____

Date _____ Principal/District Designee Signature