

ADMINISTRATIVE GUIDELINES
CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL
AGREEMENTS

COMMUNITY USE OF FACILITIES	9.30G
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ADMINISTRATIVE GUIDELINES STATEMENT:

The following guidelines have been developed to implement School Board Policy for the use of school facilities.

This fee schedule should be used in the event of a request for use of a School Board facility by non-school related organizations. School groups are encouraged to schedule events in the most cost effective manner. If groups schedule events outside of normal hours as a means of raising money for their group, the utility, custodial and security expenses may be charged to that group at the principal's discretion.

Stadium

Profit

Lights: \$20.00/hr
Custodial fee: hourly rate
Usage fee: \$300.00
(up to 12 hours, \$25.00/hr thereafter)

Lining of field: \$120.00

Non-Profit

Lights \$20.00/hr.
Custodial fee: hourly rate
Cleaning supplies/paper products:
1 – 50 people: \$ 50.00
50+ people: \$100.00

Lining of field: \$120.00

Gymnasium

Profit

Utilities: \$20.00/hr
Custodial fee: hourly rate
Usage fee: \$300.00
(up to 12 hours, \$25.00/hr thereafter)

Non-Profit

Utilities: \$20.00/hr.
Custodial fee: hourly rate
Cleaning supplies/paper products:
1 – 50 people: \$ 50.00
50+ people: \$100.00

Baseball & Softball Fields

Profit

Lights: \$20.00/hr
Custodial fee: hourly rate
Usage fee: \$300.00/day

Non-Profit

Lights: \$20.00/hr
Custodial fee: hourly rate
Cleaning supplies/paper products:
1 – 50 people: \$ 50.00

Auditoriums & Stage
Curtis Peterson *

Profit
\$750 per day

Non-Profit
\$250 per day

*This does not include the custodial fee.

Cafeteria/Cafetorium – (no food served)

Profit
Utilities: \$20.00/hr
Custodial fee: hourly rate
Usage fee: \$300.00
(up to 12 hours, \$25.00/hr thereafter)

Non-Profit
Utilities: \$20.00/hr.
Custodial fee: hourly rate
Cleaning supplies/paper products:
1 – 50 people: \$ 50.00
50+ people: \$100.00

Cafeteria/Cafetorium & Kitchen– (food served)**

Profit
Utilities: \$20.00/hr
Custodial fee: hourly rate
Usage fee: \$300.00
(up to 12 hours, \$25.00/hr thereafter)

Non-Profit
Utilities: \$20.00/hr.
Custodial fee: hourly rate
Cleaning supplies/paper products:
1 – 50 people: \$ 50.00
50+ people: \$100.00

** (Food Service personnel are additional and required for kitchen use. Custodian is also required.)

Regular Classroom ***

Profit
Usage fee: \$10.00/hr.
Custodial fee: hourly rate

Non-Profit
Usage fee: \$5.00/hr.
Custodial fee: hourly rate

*** Non-profit groups hosting less than 15 students may have the fee waived, providing the meeting lasts no more than two hours and concludes prior to 6:00 p.m. during a scheduled workday.

School Bus — Outside Group Use

\$1.50/mile
\$13.00 (\$10.00 for driver, \$3.00 for benefits)

During normal working hours, a charge for school personnel may be waived unless so noted.

Outside normal working hours, school personnel will be paid their hourly rate, which may include time and a half.

Florida sales and use tax must be collected on facility use fees unless the user provides a current "Consumer Certificate of Exemption."

THE SCHOOL DISTRICT OF CITRUS COUNTY, FLORIDA
FACILITIES USE AGREEMENT

This Agreement made between the SCHOOL BOARD OF CITRUS COUNTY, FLORIDA (hereinafter referred to as the "Board" and _____

_____.

In consideration of the following mutual promises and conditions, the Board and User agree as follows:

1. The Board grants to User the temporary use of the facilities known as _____, located at _____, during the hours of _____ on the following date(s) _____. User shall not occupy the facilities between the hours of 12:00 a.m. and 6:00 a.m. without the express written permission of the Superintendent or designee. Such use shall be in conformance with and subject to the Board's Use of Facilities Policy and to any Administrative Guidelines developed pursuant to such policy.
2. Prior to use of Board's facilities, User shall pay to Board the fees set forth in the Facility Use Request, unless other arrangements approved in advance. The agreed upon rental fee is itemized as follows:

3. User shall conform to the general conditions of use set forth in this Agreement and the additional conditions of use, and other matters, if any, set forth in the Facility Use Request.
4. User warrants that all information, including the information set forth in any application for temporary use of the Board's facilities, which User may have given the Board in connection with the use of the facilities described on the Facility Use Request, is true, complete and correct.
5. This Agreement shall be deemed dated, and become effective, as of the date on

which a duly authorized representative of the Board executes this Agreement, provided such date of execution is later than the date on which the User executes this Agreement.

6. This Agreement shall not be assignable or transferable in any manner without the express written consent of the Board.
7. This Agreement shall be binding upon the heirs, executors, administrators, successors and assigns of the Board and the User.
8. The User agrees to provide at its expense general liability coverage under an occurrence basis policy, with minimum limits of \$1,000,000 per occurrence and \$2,000,000 or more in aggregate, combined single limit covering bodily injury, property damage, personal injury, premises, operations, products, completed operations, independent contractors, and contractual liability. There shall be no exclusions for contracted liability. Coverage must be written by a carrier which has and maintains a rating of "A" or better and a financial size category of "VII" or better according to A.M. Best Company. The School Board of Citrus County, Florida, shall be named as Certificate Holder and Additional Insured for claims arising out of any and all facility use under this policy and that the insurance is not cancelable without first giving thirty (30) days written notice to the Board.
9. User hereby agrees to hold harmless and indemnify the Board, its agents, and employees, from and against any and all losses, claims demands, penalties, judgments, court costs, attorneys' fees and liabilities of every other kind and nature in connection with, arising from, or related to User's use of the Board's facility, occupancy of the subject premises, installation, operation or maintenance of any fixtures or equipment in or upon the demised premises, or any negligence or fault of the User in failing to control, monitor or supervise any activity on the premises during the term of the lease of the premises hereunder.
10. Notwithstanding any other provision in this agreement, the User agrees to hold harmless and indemnify the Board from and against any and all losses, claims, demands, penalties, judgments, court costs, attorneys' fees and liabilities of every kind and nature whatsoever which may arise as a result of any employee, agent, member, guest, invitee, licensee or volunteer of the User causing any harm or violating any rights of the Board, or its agents, employees, or any student, parent, guardian, invitee, licensee, visitor or guest on or about the premises of any Board facility or who may otherwise be injured, including but not limited to injury to any civil right protected by law, as a result of or during any use of the facility by the User.
11. The User agrees that it will cooperate with the Board, school principal or designee of either of them when any of said Board representatives shall direct the User to remove any employee, agent, member, guest, invitee or licensee of the User from the facility. Such direction to remove may be given in the sole discretion of the Board or its designee so long as the Board or its designee shall require such removal in the interest of the educational program, or the safety, health, welfare or security of any student, parent, guardian, guest, invitee, licensee, employee or agent of the Board.

12. Risk of any loss to User's property shall be entirely upon User. User may not store any equipment, material or other matter in Board's facilities without express written approval from the Board.
13. No equipment, material or other matter which presents a health or safety hazard to persons or property may be brought upon the Board's facility. The use of open flames, makeshift electrical wiring, flammable and/or caustic materials and the like are prohibited.
14. All persons using the Board's facility pursuant to the Agreement shall confine themselves to the area of the facility for which temporary use has been granted to User.
15. The use of any form of tobacco (including vapor products and e-cigarettes), illegal drugs, liquor, profane language, obscene materials or acts, gambling or violence is prohibited.
16. Food or beverages may not be used sold without express written approval from the Board.
17. Equipment, material or other matter owned by the Board may not be used or removed without express written approval from the Board.
18. Prior to the termination of the temporary use, unless other arrangements are expressly approved in writing by the Board, all equipment, material and other matter brought upon the facility by User shall be removed and the facility cleaned up and restored to the condition in which it was provided.
19. User shall at all times provide sufficient supervision of its activities to insure compliance with this Agreement. The Board may, but has no duty to, require additional supervision, including police supervision, as it deems appropriate for protection of the facility and other Board property and to determine User's compliance with this Agreement.
20. Electrical equipment shall not be operated without express written approval from the Board.
21. Use of a facility may be terminated by the Board in the event of any emergency, and breach of this Agreement, or in the event that the facility is required for any Board program which cannot reasonably be held at another time and place.
22. The User agrees that if the standard fee schedule changes during the period of time for use reserved hereunder, that any increased fees shall be due and payable at the time they become effective.
23. The maximum capacity of the facility, as set forth in the Facility Use Request to this Agreement or as otherwise set forth by the Board, shall not be exceeded.
24. The user agrees to provide building security and restrict access to the facilities to ensure that no items are left unattended in the facility during the event and all items are removed from the facility after of the event. In addition, the user agrees not to access any portions of the facility not identified for use in the Facility Use Agreement including the roof of all buildings.

IN WITNESS WHEREOF, the Board and User have executed this Agreement as follows:

Citrus County School Board

USER

Superintendent/Designee

Signature

Dated: _____

Title

Dated: _____

USE OF FACILITY REQUEST

Today's Date: _____

Date(s) Requested For Use of Facility: _____

Type of Activity: _____

Area(s) of Campus Requested: _____

Timelines: Start Time _____ Finish Time _____
 (If needed, please include set-up time) (Activity must be completed and area vacated)

Name of Organization

Name of Insurance Company
 * (Attach Proof of Insurance-See Policy/Guidelines for requirements)

I am the person responsible for the activity named above. I agree to see that all school district rules and guidelines are followed and that the building is left in satisfactory condition after our activity is completed.

Printed Name of Person Responsible

Signature of Person Responsible

Address: _____

Home Phone: _____ Work Phone: _____

1. Is this a private enterprise (for profit)? Yes No

2. How many people do you expect to be in attendance? _____

3. What special equipment (if available) do you request? (i.e., tables, chairs, microphones, podium)

4. Sales Tax Exempt? Yes No Exempt Certificate # _____

5. Food / Beverage Concessions or Sales Yes No _____

Insurance must be verified by the Risk Management Department prior to approval.

Approved: Yes No

Director, Risk Management

NOTE: PER FLORIDA STATUTES, NO ALCOHOLIC BEVERAGES, TOBACCO USE, OR ILLEGAL DRUGS ARE PERMITTED WITHIN 1000 FEET OF SCHOOL PREMISES.

For School Office Use

Approved: Yes No

Signature of Principal/Designee

Security needed?

Yes No

Estimated Cost

\$ _____

Custodian needed?

Yes No

\$ _____

Rental fee?

Yes No

\$ _____

Sales Tax?

Yes No

Copies: _____ File _____ Custodian _____ Activities Director