

FRANKLIN SPECIAL SCHOOL DISTRICT
507 New Highway 96 West
Franklin, TN 37064

Application/Agreement for Use of FSSD Facilities

This is an agreement between the Franklin Special School District Board of Education and:

Organization/User: _____ Address: _____

Name of Responsible Person: _____ Cell #: _____ Work #: _____

Email Address: _____

For the use of (location) _____ on (dates) _____ and (times) _____

Expected Attendance: _____. The function/activity for which this agreement is entered into will be: _____

As the representative of the organization identified above, I understand and agree to following:

1. In order to facilitate scheduling, the Franklin Special School District requests thirty (30) days' notice to use buildings or facilities.
2. The minimum rental fee for the building is \$150.00, which includes the first three (3) hours. A fee of \$50.00 per hour is charged for each hour thereafter.
3. The minimum custodial fee is \$150.00. After the first three (3) hours, a fee of \$50.00 per hour is charged.
4. The FSSD will invoice all fees for building rental and custodial services. **NO FUNDS SHALL BE PAID INDIVIDUALLY TO ANY EMPLOYEE FOR USE OF FACILITIES.** Payments are to be made to: Franklin Special School District, 507 New Hwy 96 West, Franklin, Tn, 37064.
5. The User must furnish with this application a Certificate of Insurance at least two (2) weeks prior to use of this facility, showing the following coverage with a reputable insurer having an AM Best rating of A- or better: Minimum liability limits of \$1 million each occurrence and \$2 million aggregate limits, **including the Franklin Special School District as additional insured.**
6. The User agrees to be responsible for the conduct of the audience in and about the building and for any damage incurred. I have reviewed the policy rules and regulations of the FSSD Board of Education, and further agree that the school property will be used in accordance with the rules and regulations of the FSSD Board of Education.
7. The User understands no agreement shall extend beyond June 30th of the current fiscal year.
8. The User agrees to indemnify and hold harmless the School, school board, administrators, teachers and all other school employees, and all persons and bodies corporate acting for or on behalf of them, against all liability, claims, demands, actions, suits, damages, proceedings, costs and expenses (including reasonable attorney fees) whatsoever (including injury to persons and damage to property) for which they may be or become liable directly or indirectly arising out of the use of school premises by the User(s) (or servants, agents or invitees of the User(s)), and for such further sums in excess of those contained in any insurance policy procured by User(s) relating to the use of the School premises or for such amounts as may not be payable under any such insurance policy.
9. User(s) access to school facilities are limited to **only those areas specified in this agreement.**
10. The User will be responsible for leaving the building and/or grounds clean and in good order. I understand that I am responsible for any damage or breakage to this facility not otherwise covered by insurance. I will personally be responsible for the amount of any deductible for physical damage to real or personal property belonging to the Franklin Special School District.
11. Building entry and custodial services will be arranged with the building administrator two (2) weeks prior to use of the facility. The User must contact the Principal of the School to work out details.
12. The User understands that alcoholic beverages, drugs, profanity, gambling and tobacco usage are not allowed on the premises.
13. The operation of any of the Automatic External Defibrillators (AED) in the buildings is strictly at the risk of the organization or individual(s) using the facilities.
14. This application serves as your agreement to implement the **health screening protocols** as listed below. The individual listed on this agreement will be responsible for implementing these requirements using a no-touch temperature reader obtained at their expense. The health screening requirements include:
 - a. All adults and students must be screened daily to gain clearance for activities.
 - b. Masks/face coverings are required to be worn by all persons while on campus.
 - c. Temperature taken by touchless thermometers and not to exceed 99.99 degrees. If the temperature of an attendee or participant exceeds 99.99, isolate the individual from others, contact parents (if a student) and kindly ask that the individual to return home until they are cleared according to current Tennessee Department of Health guidelines.
 - d. Questions to be asked of all adults and students prior to and on arrival to campus:
 - i. Have you been in close contact with a person with a confirmed diagnosis of COVID-19 in the past 14-days?
 - ii. Are you experiencing a cough, shortness of breath, sore throat, or stomach symptoms?
 - iii. Have you had a fever of 100.0 degrees or greater in the past 24 hours?

- iv. Have you had a loss of taste or smell?
 - v. Have you had vomiting or diarrhea in the last 24 hours?
15. This application serves as your agreement to implement and supervise the following **spectator guidelines**:
- a. Entry to the Event:
 - i. Spectators should observe social distancing, by family unit, when approaching the gate for entry
 - ii. Symptom checklist questions should be posted and asked of all entering the facility
 - iii. Temperature checks will be conducted
 - iv. Masks/face coverings must be worn
 - b. Wearing of Masks/Face Coverings:
 - i. A mask/face covering must be worn by all spectators while entering and leaving campus and while on school property except while eating and drinking or by any child under 2 years of age.
 - ii. Players not on the fields or courts of play should be spaced with maximum distancing and should remain masked.
 - c. Fan Attendance:
 - i. Limit capacity based on a number that will allow adequate social distancing (1/4 to 1/3 is typical in the bleachers)
 - ii. Mark/designated bleachers or seats in order to promote social distancing among spectators from anyone other than those living in the same household
 - iii. Limit informal gathering in areas where social distancing cannot be maintained
 - iv. When preparing for social distancing in the seating areas, organization should ensure that each family/friend unit arriving together is seated together with at least 6' distancing between groups.
 - d. I understand I am responsible for frequent cleaning and sanitizing of high contact areas such as restrooms, concessions, etc.
16. An approved copy of this Request will be returned to the School Principal and the Organization/User.
17. The User(s) are to observe the following extra conditions: _____

Return this completed request/agreement to the school principal.

Signature _____ Printed Name _____ Date _____
 The Franklin Special School District does not discriminate on the basis of race, color, national origin, sex, veteran status, political affiliation, religion, disability or age.

FSSD USE ONLY

To be completed by the School Principal:

The above-named school is available for use on the dates requested: yes _____ no _____	
Rental fee is to be billed _____ waived _____ Custodial fee is to be: billed _____ waived _____	
Principal signature _____	date _____

To be completed by the Facilities Supervisor:

Application requirements have been completed: yes _____ no _____	
Comments: _____	
Facilities Supervisor signature _____	date _____

To be completed by the Associate Director for Finance and Administration:

Use of facility request: approved _____ denied _____	
Comments: _____	
Associate Director for Finance and Administration signature _____	date _____

To be completed by the Director of Schools:

Director of Schools signature _____	date _____
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