



flaglerschools
Striving to be the Nation's Premier Learning Organization

WILLINGNESS TO SERVE

THIS AGREEMENT IS FOR THE USE OF FACILITY PROCEDURES
FOR FLAGLER COUNTY SCHOOL DISTRICT
PLEASE READ CAREFULLY

I agree to the provisions of the Use of Facility Agreement, and that I am the person responsible for supervising the group listed below, making sure the group complies with all "school board policies". I will be on location at all times, specifically for the purpose of supervision, whenever the facilities are in use. I will report immediately to the building Principal and the Use of Facilities Specialist any improper use or damage to the equipment or facilities. If an incident occurs, a proper incident form and an insurance claim form will be filled out on behalf of the School District. I will be responsible* for clean-up and lock up of the facility and restoring the facility to its original condition. I also understand that I will not be paid for the service and the group I represent will not be billed for the custodial fees, unless the facility is not left in proper condition**. I also agree to attend a training on the responsibilities I must adhere to with the Custodial Trainer.

SCHOOL DISTRICT EMPLOYEE: _____
(Please Print)

SCHOOL DISTRICT EMPLOYEE: _____
(Signature)

NAME OF ORGANIZATION: _____

FACILITY OR CENTER: _____

SIGNATURE OF PRINCIPAL: _____

DATE: _____

***Responsibilities Include:** Cleaning, mopping, and/or vacuuming floors. Clean restrooms used for your event. Take out trash. Restore facility to its original condition. Opening up for event and locking up building and gates, completely securing facility.

****Note:** If Flagler County Schools' Custodial Staff needs to clean up after your event, your organization will be charged the Use of Facility rate of \$35.00 per hour per custodian.

"An Equal Opportunity Employer"

TRAINING FOR USE OF FACILITY
(This training will be used for all schools)

Date: _____

PLEASE PRINT

Person Being Trained: _____

Trainer: _____

Training on the Following:

Auditorium Procedures: _____

Trash Out to Dumpster: _____

Bathrooms: _____

Sweeping and Mopping Floors: _____

Locking Up and Opening Up Building and Gates: _____

Check to make sure the room is the way it was: _____

**(CLIENTS- NOT CUSTODIANS ARE TO BREAK DOWN AND SET UP UNLESS
A NOTICE IS GIVEN FROM UOF).**

Shut Off Lights: _____

I have been trained on the Use of Facility Procedures for cleaning after use.

Signature of Person Being Trained: _____

Signature of Person Training: _____