

**Wakulla County School Board  
FACILITY USE AGREEMENT TIER 1  
Application for Use of School Building/Property**

When approved, this application will be subject to the conditions of the use agreement notice and to the charges indicated by SB Policy 9.30 and SB 6.146. Read the terms and conditions of this agreement carefully before signing.

Application Date: \_\_\_\_\_ (must be completed and submitted 10 days prior to meeting/use)

School/Facility Requested: \_\_\_\_\_ **Tier 1** According to SB 9.30 and SB 6.146

Assigned Facility Administrator: \_\_\_\_\_

Requesting Organizations Name: \_\_\_\_\_

Organization Website: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Description and Purpose of Use: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

Date(s) of Use	Day(s) of Week							Hours of Use	
	Sun	Mon	Tues	Wed	Thru	Fri	Sat	From	To

I, \_\_\_\_\_, an officer and/or authorized representative of the above listed organization, am empowered to enter contracts and have read this agreement and conditions of SB 9.30 and SB 6.146, which was included with this application.

\_\_\_\_\_  
Authorized Rep Name Printed

\_\_\_\_\_  
Authorized Representative Signature

ALL FACILITY USE AGREEMENTS EXPIRE JUNE 30<sup>TH</sup> OF EACH YEAR

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

\_\_\_\_\_  
Director, Facilities

\_\_\_\_\_  
Facility Administrator

\_\_\_\_\_  
Director, Human Resources

\_\_\_\_\_  
Director, Finance

**Wakulla County School Board  
FACILITY USE AGREEMENT TIER 1**

**SB POLICY 6.146**

**PRIVATE INSTRUCTION, TUTORING AND FEE GENERATED PROGRAMS**

No staff member, whether paid or volunteer, shall promote within the school or by using district-owned or operated facilities or equipment any event, activity, team, or project from which the staff member is likely to receive compensation or remuneration, whether through direct or indirect means, other than the staff member's regular salary or Board—approved supplement, as a staff member of the Wakulla County School District. Violations of this policy will be treated as exploitation of students for personal gain or advantage and may subject the staff member to disciplinary action, up to and including termination of employment. Fee-generated programs operated by the school board or staff members which are designed to provide enrichment activities either before or after school, on holidays, on teacher planning days, or during the summer shall be operated through the district and shall comply with all district policies and regulations, including, but not limited Policy 9.30, Use of Facilities, and any procedures implementing Policy 9.30.

**SB POLICY 9.30**

**USE OF FACILITIES**

The school site Principal and Director of Facilities must approve or disapprove the use of school property, facilities, and equipment. He / she shall be responsible for safeguarding such property, facilities, and equipment. In addition, he/she shall see that the district requirements are observed, that proper forms are executed, and that payment, when required, is made. Government agencies may not be charged when using school property. School property, facilities, and equipment are intended primarily for school education purposes and for the benefit of children. No other use shall interfere with these purposes.

**Terms and Conditions**

**Tier One:** School Sponsored Club/Team—Must include all the following for Tier one qualification: *(School Sponsored Club/Teams will not pay rental or insurance fees due to following under the Wakulla County School Districts Program policies.)*

- All students at the school sponsored club/team must be enrolled in the Wakulla County Schools.
- The home school principal must approve of the school sponsored club/team on his/her campus.
- School Sponsored Club/Team must take place after regular school hours.
- School Sponsored Club/Team must use Wakulla County School Transportation
- The School Sponsored Club/Team must be led by the Head Coach/Club Leader that is employed at the school where the club will be located.
- The Head Coach/Club Leader and School Principal must sign a contract to sponsor the club/team.
- All money/fees collected must be deposited through school accounts or a booster organization.
- The School Sponsored Club/Team name must represent the school's name in some capacity.
- No coach/leader of the school sponsored club/team can take compensation other than the stipend he/she receives from the Wakulla County School Board.
- No rental fees or insurance fees will be assigned to School Sponsored Club/Team, due to Wakulla County School District program policies.
- School Sponsored Club/Teams must adhere to Wakulla County School Board Policy 4.50.