

**Wakulla County School Board
 FACILITY USE AGREEMENT TIER 2
 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 SP Policy 9.30. 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 2** According to SB 9.30

Assigned Facility Administrator: _____

Administrator Fee Waved: Y: _____ N: _____ Administrator Initials: _____

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	Thur	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, which was included with this application.

 Authorized Rep Name Printed

 Authorized Representative Signature

ALL FACILITY USE AGREEMENTS EXPIRE JUNE 30TH 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
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Tier 2 Use of Facilities Rental Form

Rental Area Description	Number of Rental Hours	Times Total Base Rate	Equals Total
Auditorium			
<u>BASE RENTAL RATES</u> Rental Fee: \$100 per hour (includes all custodial fees) Utility Fee: \$53.33 per hour Administration Fee: (Fee Waived _____) \$75 per hour Total Base Rate per hour: <u>\$228.33</u>	_____	\$228.33	_____
<u>FOOD SERVICE FEES</u> Base Rate: \$39 per hour	_____	\$39.00	_____
		<u>Total Fee Due</u>	
Gymnasium			
<u>BASE RENTAL RATES</u> Rental Fee: \$100 per hour (includes all custodial fees) Utility Fee: \$53.33 per hour Administration Fee: (Fee Waived _____) \$75 per hour Total Base Rate per hour: <u>\$228.33</u>	_____	\$228.33	_____
<u>FOOD SERVICE FEES</u> Base Rate: \$39 per hour	_____	\$39.00	_____
		<u>Total Fee Due</u>	

**Wakulla County School Board
 FACILITY USE AGREEMENT
 Application for Use of School Building/Property
 Tier 2 Athletic Practice Field Rentals**

Rental Location Description	Number of Rental Hours	Times Total Base Rate	Equals Fee Total
High School			
<u>BASE RENTAL RATES:</u> Rental Fee: \$50.00* per hour Administration Fee: (Fee Waived _____) \$75 per hour Total Base Rate per hour: <u>\$125.00</u>	_____ _____	\$125.00	_____ _____
Middle School			
<u>BASE RATES:</u> Rental Fee: \$35.00* per hour Administration Fee: (Fee Waived _____) \$75 per hour Total Base Rate per hour: <u>\$110.00</u>	_____ _____	\$110.00	_____ _____
Elementary School			
<u>BASE RATES:</u> Rental Fee: \$30.00* per hour Administration Fee: (Fee Waived _____) \$75 per hour Total Base Rate per hour: <u>\$105.00</u>	_____ _____	\$105.00	_____ _____

*Custodian fees are NOT included in field rental fees. However, if fields are vandalized or debris is left for cleanup, WCSB reserves the right to add custodian fees or deny facilities use. *WHS Football Stadium, WHS Softball field, and the WHS baseball field are NOT available for Tier Two rentals, only Tier Three events.*

All checks are to be made out to Wakulla County School Board.

Wakulla County School Board FACILITY USE AGREEMENT TIER 2

SB POLICY 9.30

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 Two: 501-c3 Non-profit Organizations/Teams--- Must include all the following for Tier Two qualification: *(501-c3 non-profit organizations/teams will pay a reduced rental fee with proof of insurance)*

- 501-c3 non-profit organization/team must present documentation for verification to the Director of Facilities.
- 501-c3 non-profit organization/team must provide Wakulla County Schools with a certificate of insurance that indicates no less than one-million-dollar (\$1,000,000) liability insurance, including bodily injury, personal injury, and/or property damage, written by a company licensed to provide this line of coverage in the State of Florida, and that names the Board as an additional insured to Human Resources and Director of Facilities.
- 501-c3 non-profit organization/team must provide Wakulla County Schools with a Certificate of Participant Medical Body Injury Insurance coverage that indicates no less than Twenty-Five Thousand dollars (\$25,000.00) written by a company licensed to provide this line of coverage in the State of Florida, and that names the Board as an additional insured to Human Resources and Director of Facilities. Resource link: <https://www.gallagherstudent.com/products/camps-clinics-events/>
- Rental Fees will be established for practice only. NO events may take place in a Tier Two agreement. All events are considered a Tier Three agreement.
- Events include but are not limited to games, coaching clinics, tournaments, rally meetings, competitions, etc.
- Rental for practice is only allowed for one 501-c3 organization/team on a field at a time.
- 501-c3 organization/teams may have students participate who are NOT enrolled in Wakulla County Schools.
- The Wakulla County School Board will issue 501-c3 organization/team a contract stating how long each organization/group may use the facilities. This breakdown will consist of the number of practice time-- weekly. Rental Contracts may not exceed six months.
- 501-c3 organizations/teams will be charged the following fees: No Educational areas for Rent.
- Wakulla County School Administrator or designee must be present at all Tier 2 events.
- Practice time for all 501-c3 organizations/team must take place after student hours and will be restricted to the time employees are located on campus. Weekend practices or other arrangements will need to be approved by the school level administration and director of facilities. An additional fee will be incurred for these special arrangements. School Level employees must be present to open and lock facilities after each 501-c3 organization/team practice.
- If facilities are damaged or unreasonably unclean after a 501-c3 organization/team practice, Wakulla County Schools reserves the right to void existing contract, as well as future contracts with the organization/team.
- Facilities may not be rented during the regular school season if teams/organizations are using the facilities.
- 50% of the rental fees will be given back to the host school, while 50% of the rental fee will be given to the general funds at the district office.
- Fees for the Service of Custodians (if not stated above), school food service employees, and school usage utilities are in addition to the rental charges and shall be calculated at the rate of one and one-half (1 1/2) times the employee's actual regular hourly rate, plus matching social security, retirement, and other fringe benefits. WCSB employees will be paid through WCSB pay roll. Any personnel costs incurred as a result of the requested use shall be paid by the user to the district payroll department.

Employees shall not be paid directly by the organization. Personnel costs must be paid no later than ten (10) days following the scheduled use and be sent to the Director of Facilities/Director of Finance.

- **Contract for Use of Facilities for Tier 2:** The “Application of Use of the School Building” form must be executed by the Superintendent or Director of Facilities and the organization/individual renting the facility prior to the event or use of the facility. A copy of the “Application of Use of the School Building” form, a copy of the insurance/liability (Minimum of 1 million), copy of the participant medical body injury insurance (Minimum of \$25,000.00), of the fee payment received must be provided to Human Resources, Finance Department, and Facility Department.
- **Insurance Requirements for Tier 2:** All users who execute the use of facilities through the “Application of Use School Building” form must provide a Certificate of Insurance that indicates no less than one-million dollars (\$1,000,000) for liability, including bodily injury, personal injury, and/or property damage, written by a company licensed to provide this line of coverage in the State of Florida, and that names the Board as an additional insured to Human Resources and Director of Facilities. All users who execute the use of facilities through the “Application of Use School Building” form must provide a Certificate of Participant Medical Body Injury Insurance coverage that indicates no less than Twenty-Five Thousand dollars (\$25,000.00) written by a company licensed to provide this line of coverage in the State of Florida, and that names the Board as an additional insured to Human Resources and Director of Facilities. Resource: <https://www.gallagherstudent.com/products/camps-clinics-events/>
- **Required Personnel for Tier 2:** A site administrator, the administrator’s designee or a member of the custodial staff must be present for all activities. Additional personnel may be required for the use of auditoriums and gymnasiums. At least one (1) District food service employee shall be present whenever food service facilities are used. Additional required personnel must be included in the contract and must be paid for by the organization. Fees for the service of custodian, school food service employees, and school administration are in addition to the rental charges and shall be calculated at the rate of one and one-half (1 ½) times the employee’s actual regular hourly rate, plus matching social security, retirement, and other fringe benefits. Principals shall not authorize overtime for custodial services at the District or employee expense for non-paying users of District facilities. Any personnel costs incurred as a result of the requested use shall be paid by the user to the District. Employees shall not be paid directly by the organization renting the facility. Personnel costs must be paid no later than ten (10) working days following the scheduled use.
- **Safety and Security for Tier 2:** The district is not responsible for ensuring the safety and security of the school site and those in attendance during the use of facilities by an outside organization. However, additional steps may be required of the user in order to provide a safe and secure environment.
- **Conditions of Facilities for Tier 2:** The principal shall identify and document any damage to equipment, furniture, fixtures, or facilities and assess the cost of repairs or replacement to the user. The principal or site administrator shall inform renters that all fire department regulations must be strictly observed. Concessions may be operated only with the site administration’s approval.