

**Wakulla County School Board
 FACILITY USE AGREEMENT TIER 3
 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 3** 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 | 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, 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 3 Use of Facilities Rental Form

Rental fees are based on a minimum of five (5) hours of use of the facilities for one event. For each additional hour, the fee is increased on a pro-rated basis, reflecting a quarter of the fees listed below. The fees listed below are per hour, per each event.

| Rental Area Description | Number of Rental Hours | Times Total Base Rate | Equals Total |
|---|------------------------|-----------------------|--------------|
| WHS Auditorium | | | |
| BASE Rental Fee \$395.85 (5 hours) | 5 | | \$395.85 |
| ADDITIONAL Hour(s) Rental Fee (includes utilities) | | \$135.50 | |
| Administration Fee (Fee Waived _____) \$75 per hour | | \$75.00 | |
| Custodial Fee | | \$30.00 | |
| FOOD SERVICE FEES \$39 per hour | | \$39.00 | |
| | | Total Fee Due | |
| Gymnasium WHS | | | |
| BASE Rental Fee \$882.72 (5 hours) | 5 | | \$882.75 |
| ADDITIONAL Hour(s) Rental Fee (includes utilities) | | \$229.77 | |
| Administration Fee (Fee Waived _____) \$75 per hour | | \$75.00 | |
| Custodial Fee | | \$30.00 | |
| FOOD SERVICE FEES \$39 per hour | | \$39.00 | |
| | | Total Fee Due | |
| Gymnasium WMS | | | |
| BASE Rental Fee \$763.35 (5 hours) | 5 | | \$763.35 |
| ADDITIONAL Hour(s) Rental Fee (includes utilities) | | \$206.00 | |
| Administration Fee (Fee Waived _____) \$75 per hour | | \$75.00 | |
| Custodial Fee | | \$30.00 | |
| FOOD SERVICE FEES \$39 per hour | | \$39.00 | |
| | | Total Fee Due | |
| Gymnasium RMS | | | |
| BASE Rental Fee \$672.90 (5 hours) | 5 | | \$672.90 |
| ADDITIONAL Hour(s) Rental Fee (includes utilities) | | \$187.91 | |

| | | | |
|---|--|----------------------|--|
| Administration Fee (Fee Waived _____) \$75 per hour | | \$75.00 | |
| Custodial Fee | | \$30.00 | |
| FOOD SERVICE FEES \$39 per hour | | \$39.00 | |
| | | Total Fee Due | |

Tier 3 Athletic Practice Field Rentals

| Rental Location Description | Number of Rental Hours | Times Total Base Rate | Equals Fee Total |
|---|------------------------|-----------------------|------------------|
| High School WHS | | | |
| BASE Rental Fee \$1000.00 (5 hours) | 5 | | \$1000.00 |
| ADDITIONAL Hour(s) Rental Fee | | \$200.00 | |
| Administration Fee (Fee Waived _____) \$75 per hour | | \$75.00 | |
| Custodial Fee | | \$30.00 | |
| | | Total Fee Due | |
| Middle School WMS / RMS | | | |
| BASE Rental Fee \$250.00 (5 hours) | 5 | | \$250.00 |
| ADDITIONAL Hour(s) Rental Fee | | \$50.00 | |
| Administration Fee (Fee Waived _____) \$75 per hour | | \$75.00 | |
| Custodial Fee | | \$30.00 | |
| | | Total Fee Due | |
| Elementary School CES / MES / RES / SES | | | |
| BASE Rental Fee \$250.00 (5 hours) | 5 | | \$250.00 |
| ADDITIONAL Hour(s) Rental Fee | | \$50.00 | |
| Administration Fee (Fee Waived _____) \$75 per hour | | \$75.00 | |
| Custodial Fee | | \$30.00 | |
| | | Total Fee Due | |

However, if fields are vandalized or debris is left for cleanup, WCSB reserves the right to add custodian fees or deny facilities use. **For field rentals, evening light costs will be added when needed.

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

Wakulla County School Board FACILITY USE AGREEMENT TIER 3

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 Three: Events--- Use of School Property with a Charge Being Made:(*Event is a one-time usage that may require fees to enter/participate.*)

- School buildings may be made available for specific, temporary, short-term purposes to civic, non-profit, religious, and other organizations whose activities center upon and whose main participants are students. The organization, with support from the Director of Facilities, shall be responsible for seeing that the building is under adequate supervision and that adequate custodial services are provided. Where school kitchen facilities are used, the Director of Facilities shall see that these facilities are under the supervision of qualified school food service personnel, who shall be paid on the established schedule. Fees charged for the use of facilities shall be in accordance with the “Application for use of School Building Facilities” form approved by the Board.
- The Application for Use of School Building form, proper insurance documents, and appropriate payment must be executed and submitted to the appropriate district administrator for each proposed use of a school facility. All required request forms, insurance documents, and payment must be received by the appropriate district administrator five (5) business days prior to the event. No commitment shall be made to a renting party prior to the delivery of appropriate forms, insurance, and payment to the appropriate district administrator. In no case shall a facility be made available for more than one (1) month.
- Facilities access keys must at all times remain in the possession of Board employees. Employees are prohibited from giving keys to representatives of organizations using school facilities.
- Required insurance coverage and fees charged for the use of facilities shall be in accordance with the “Application of Use of the School Building” form approved by the Board.
- Facilities may not be rented during the regular school season if teams/organizations are using the facilities. Facilities rentals need to take place after school hours.
- Wakulla County School Administrator or designee must be present at all Tier 3 events.

Contract for Use of Facilities for Tier 3: 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.

Rental Fees for Tier 3: Rental fees (per hour) are based on a minimum of five (5) hours of use of the facilities for one event. For each additional hour, the fee is increased on a pro-rated basis, reflecting a quarter of the fees listed below. The fees listed below are per hour, per each event:

- Fees for the Service of Custodians, 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 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.

- If facilities are damaged or unreasonably unclean after a Tier 3 event, 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.

Insurance Requirements for Tier 3: 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 link: <https://www.gallagherstudent.com/products/camps-clinics-events/>

Required Personnel for Tier 3: 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 3: 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 3: 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.