

**District School Board of Collier County**  
**Use of District Facilities**  
**Administrative Procedure for School Board Policy 7510**

**Category C1 Certification**

Active not-for-profit organizations qualified under State or Federal law that exists primarily to serve the educational needs of children which meet the following criteria:

- a) primarily serve District students of compulsory school attendance age;
- b) primary aim is the development of educational, athletic, social, and self-improvement skills;
- c) charge no fees other than normal membership dues and costs of any supplies and materials that the students may consume in the program/event;
- d) No audience entry fee can be charged. Suggested donations at the event are NOT permitted.
- e) frequency of use of District facilities is no more than twice per week;
- f) organizers, supervisors and any other people actively involved with the actual lease program are unpaid volunteers; however, referees may be paid for sporting events and programs; and
- g) they have signed a certification form stating that the organization meets all the requirements to qualify as a Category C1 user.

CATEGORY C1 organizations must pay any applicable custodial, audio visual technician and other fees at the full rate if school personnel or custodians are not normally present. In the event that a third use within the same week is required and approved, the user shall be charged for full rate for every use that week.

**CERTIFICATION**

**This is to certify that the below listed not-for-profit organization meets all criteria for CATEGORY C1. The organization understands that a budget detailing all expenditures as well as verification of the event registration fee and number of participants may be requested.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Date