

FRANKLIN SPECIAL DISTRICT
205 Eddy Lane
Franklin, TN 37064
Application/Agreement for Use of FSD Facilities

This is an agreement between the Franklin Special District Board of Education and:

Organization/User: _____ Address: _____

Name of Responsible Person: _____ Cell #: _____ Work #: _____

Email Address: _____

For the use of (building) _____ and specifically the area(s) - (note: ***Kitchen use is prohibited***): _____

Dates of use: _____ Times of use: _____ Expected Attendance: _____

The function/activity for which this agreement is entered into will be: _____

As the representative of the organization identified above, I understand and agree to following:

1. To facilitate scheduling, the Franklin Special District requests thirty (30) days' notice to use buildings or facilities.
2. The minimum rental fee for the building is \$150.00, which includes the first three (3) hours. A fee of \$50.00 per hour is charged for each hour thereafter.
3. The minimum custodial fee is \$150.00. After the first three (3) hours, a fee of \$50.00 per hour is charged.
4. The FSD will invoice all fees for building rental and custodial services. **NO FUNDS SHALL BE PAID INDIVIDUALLY TO ANY EMPLOYEE FOR USE OF FACILITIES.** Payments are to be made to: Franklin Special District, 205 Eddy Lane, Franklin, Tn, 37064.
5. The User must furnish with this application a Certificate of Insurance **at least two (2) weeks prior to use of this facility**, showing the following coverage with a reputable insurer having an AM Best rating of A- or better: Minimum liability limits of \$1 million each occurrence and \$2 million aggregate limits, **including the Franklin Special District as additional insured and subrogation waived.**
6. The User agrees to be responsible for the conduct of the audience in and about the building and for any damage incurred. I have reviewed the policy rules and regulations of the FSD Board of Education and further agree that the school property will be used in accordance with the rules and regulations of the FSD Board of Education.
7. The User understands **no agreement shall extend beyond June 30th of the current fiscal year.**
8. The User agrees to indemnify and hold harmless the School, school board, administrators, teachers and all other school employees, and all persons and bodies corporate acting for or on behalf of them, against all liability, claims, demands, actions, suits, damages, proceedings, costs and expenses (including reasonable attorney fees) whatsoever (including injury to persons and damage to property) for which they may be or become liable directly or indirectly arising out of the use of school premises by the User(s) (or servants, agents or invitees of the User(s)), and for such further sums in excess of those contained in any insurance policy procured by User(s) relating to the use of the School premises or for such amounts as may not be payable under any such insurance policy. **Subrogation waiver is required.**
9. User(s) access to school facilities is limited to **only those areas specified in this agreement.**
10. The User will be responsible for leaving the building and/or grounds clean and in good order. I understand that I am responsible for any damage or breakage to this facility not otherwise covered by insurance. I will personally be responsible for any deductible for physical damage to real or personal property belonging to the Franklin Special District.
11. Building entry and custodial services will be arranged with the building administrator two (2) weeks prior to use of the facility. The User must contact the Principal of the School to work out details.
12. The User understands that alcoholic beverages, drugs, profanity, gambling and tobacco usage are not allowed on the premises.
13. The operation of any of the automatic external defibrillators (AED) in the buildings is strictly at the risk of the organization or individual(s) using the facilities.
14. An approved copy of this Request will be returned to the School Principal and the Organization/User.
15. The User(s) are to observe the following extra/special conditions:

Return this completed request/agreement to the school principal.

Signature _____ Printed Name _____ Date _____

The Franklin Special District does not discriminate based on race, color, national origin, sex, veteran status, political affiliation, religion, disability or age.

FSSD USE ONLY

To be completed by the **School Principal**:

The above-named school is available for use on the dates requested: yes _____ no _____

Rental fee is to be: billed _____ waived _____ Custodial fee is to be: billed _____ waived _____

Principal signature _____ date _____

To be completed by the **Facilities Supervisor**:

Application requirements have been completed: yes _____ no _____

Comments: _____

Facilities Supervisor signature _____ date _____

To be completed by the **Associate Director for Finance and Administration**:

Use of facility request: approved _____ denied _____

Comments: _____

Associate Director for Finance and Administration signature _____ date _____

To be completed by the **Director of Schools**:

Use of facility request: approved _____ denied _____

Comments: _____

Director of Schools signature _____ date _____