

**AGREEMENT FOR USE OF SCHOOL FACILITIES**

Name of Organization/Agency \_\_\_\_\_

Room or Facility Requested \_\_\_\_\_ School Site \_\_\_\_\_

Date(s) of Use \_\_\_\_\_ Hours (from) \_\_\_\_\_ (to) \_\_\_\_\_

Time person in charge will need to enter and leave facility: Enter \_\_\_\_\_ Leave \_\_\_\_\_

Brief Description of Activity: \_\_\_\_\_

Number of People Attending Activity: \_\_\_\_\_

School Activity \_\_\_\_\_ Non-School Activity \_\_\_\_\_

Persons in Charge of Activity:

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

**TO BE COMPLETED BY ADMINISTRATION**

Facility Rental Fee-----\$ \_\_\_\_\_

\*Custodial Charge \_\_\_\_\_ Hours x \$ \_\_\_\_\_ (hourly rate) = \$ \_\_\_\_\_

\*\*Security Charge \_\_\_\_\_ Hours x \$ \_\_\_\_\_ (hourly rate) = \$ \_\_\_\_\_

\*\*\*Tech Coordinator CHS Auditorium Charge \_\_\_\_\_ hours x \$ \_\_\_\_\_ (Hourly Rate)=\$ \_\_\_\_\_

Total Charges: Facility Rental Fee \$ \_\_\_\_\_

Plus custodial and/or security fees \$ \_\_\_\_\_ = \$ \_\_\_\_\_ **TOTAL AMOUNT DUE**

Must be paid by: \_\_\_\_\_

\* **Includes time for restroom cleaning, removal and replacement of board meeting furniture, if applicable.**

\*\***If organization is providing security personnel, list name:  
(Must be approved by building administrator)**

\*\*\***Security required at CHS Auditorium for non-school activities involving more than 150 people**

THE FACILITY USER shall maintain in full force and effect comprehensive general liability and contractual liability in the amount of \$300,000.00. (\$200,000.00 for governmental entities). THE USER agrees to indemnify and hold SCHOOL BOARD harmless for any loss, cost, injury or damage arising out of USER'S use of the facility up to the limits provided by Florida Statutes 768.28, including any amounts approved for payment by further acts of the Legislature of the State of Florida. A certificate of insurance naming the SCHOOL BOARD as additional insured shall be attached to this agreement prior to facility use. Governmental entities are not required to name School Board as additional insured. Further, USER fully understands the policies of the SCHOOL BOARD regarding use of school facilities, and agrees to assume the responsibility thereof.

FOR THE ORGANIZATION/AGENCY: SCHOOL BOARD OF COLUMBIA COUNTY, FL.

BY \_\_\_\_\_  
Signature of person authorized Administrator of Facility  
To represent organization/agency

\_\_\_\_\_  
Superintendent of Schools

DATE \_\_\_\_\_ DATE \_\_\_\_\_

- NOTES:
1. EMPLOYEES OF THE AGENCY/ORGANIZATION USING **SCHOOL BOARD** FACILITIES ARE SUBJECT TO THE RULES AND REGULATIONS OF THE AGENCY/ORGANIZATION AND ARE **NOT SCHOOL BOARD EMPLOYEES.**
  2. THE USER AGREES AND UNDERSTANDS THAT ALL VEHICLES ARE TO BE PARKED IN THE PARKING AREA DESIGNATED BY THE ADMINISTRATOR IN CHARGE. FAILURE TO COMPLY SHALL RESULT IN CANCELLATION OF THIS AGREEMENT FOR USE OF SCHOOL FACILITIES