

District School Board of Pasco County

Use of Facilities Agreement

This Agreement entered into this _____ day of _____, 20____, by and between the District School Board of Pasco County, Florida, hereinafter referred to as the DISTRICT, and _____, hereinafter referred to as the USER.

The parties to this agreement have agreed that the following terms and conditions shall be applicable to the use of any of the District facilities described herein.

1. School Board Policy 7510 shall be incorporated by reference into this agreement, and the parties agree to be bound by the terms and conditions found herein.
2. The following information is presented by the User in order to obtain the requested facilities and the User affirms that said facts are true and correct to the best of its knowledge and belief:

Organization Information

Organization Name:	Organization Address:
Organization City, State, Zip:	Applicant Name:
Applicant Phone Number:	Applicant Email:
Is Applicant authorized to sign for organization:	Is Organization Not For Profit:

Event Information:

Name of School Requested:	Purpose of Use (Event Description):
Calendar Dates Requested: **	Days of week requested (& total number of days):
Hours Requested (example 4PM to 6PM):	Is meeting free to the public (if no, what is the cost?):
Anticipated number of attendees:	Participation fee (please specify if fee is per person or per group, Include team/club registration & dues):
Anticipated number of participants:	Age range of participants:
Special set up required:	Other:

** If additional room is needed for dates requested, please submit schedule on separate page.

Please check (x) Facilities Needed:

- Classroom – number requested _____
- Cafeteria/Multipurpose _____
- Media Center
- Music Room
- Gym/Activity Center _____
- Stadium
- Auditorium (PMS Only)
- Practice Field(s) – number needed _____
- Game Field (s) - number needed _____
- Court (s) or other outside area – specify type area or court and number needed _____
- Restrooms open (when using outside court or practice fields)
- Kitchen
- Concession Stand

USER is a corporation, association, or entity lawfully authorized to enter into this Use of Facilities Agreement. USER further agrees that it will use the premises in an appropriate manner consistent with applicable laws, State Board of Education Rules, the policies and procedures of the District School Board of Pasco County and the directions of the facilities administrator in charge of the facilities being used.

As provided for under common law, and to the extent specifically authorized by Section 768.28, Florida Statutes, USER hereby agrees to indemnify and hold the District harmless from and against all damages for any nature whatsoever which are caused or materially contributed to by the negligent acts of any officer, employee, agent or other representative of the District.

USER agrees that it will furnish to the DISTRICT, along with this Agreement, a CERTIFICATE OF INSURANCE showing proof of Commercial General Liability Insurance in the amount of a minimum of one million (\$1,000,000.00) dollars.

The USER agrees to pay charges in accordance with the DISTRICT fee schedule and abide by policies concerning use of DISTRICT facilities listed in Requests for Use of Facilities Procedures and to reimburse the District School Board of Pasco County for any property damage sustained. **USER agrees to use only those facilities which have been specified on this agreement.** USER agrees to leave facilities in the same or better condition than before use. This includes but is not limited to rearrangement of furnishings, trash pickup, and removal of tools and equipment brought in by the USER. Any damages arising from NOT leaving in said condition will result in additional charges being levied.

User Signature: _____ Date: _____

Principal: Is request approved? _____ If No, please provide reason: _____

Estimated custodial hours: _____ Estimated Cafeteria Worker Hours: _____

Principal Signature: _____ Date: _____

Superintendent or Designee: _____

Board Action (Approved/Rejected): _____ Date: _____

Send signed copy to Purchasing Services Department

District Use Only

Total Rental Fee	
Total Direct Cost	
Total Labor	
Total Sales Tax	
Grand Total	