District School Board of Pasco County

Use of Facilities Checklist

Prior to the use of a District facility the following steps must be completed. Please note Use of Facility agreements for Board approval must be received in Purchasing Services Department at least ***eight (8) weeks in advance of the Use of the Facility***.

- Applicant verifies with the Principal of the requested facility that the dates and times are available and the request would be approved by the Principal.
- Applicant completes the Use of Facility agreement.
- Applicant signs the Use of Facility agreement or obtains the authorized signature for the organization.
- Applicant provides the completed agreement, Certificate of Insurance, and Tax Exemption Certificate (if applicable) to the Principal or District administrator. (If current certificates are on file at Purchasing Services Department, the certificates do not need to be provided again).
- Principal approves or rejects the request, signs, and sends to Purchasing Services Department.
- Purchasing Services Department determines total fees and prepares request for board packet.
- Purchasing Services Department emails applicant and school administration advising the total fees and anticipated Board date.
- District Board approves/rejects the request.
- Purchasing Services Department notifies applicant and school administration of Board decision.
- Applicant provides payment to District School Board of Pasco County (send to Accounts Receivable Department 7227 Land O Lakes Blvd, Land O Lakes, FL 34638) ***five (5) days prior to the use of the facility***.