

Requests for Use of Facilities Procedures

Board Policy 7510 – Use of District Facilities provides general guidelines for community individuals or organizations to use school or District buildings. The Requests for Use of Facilities Procedures provide details for the implementation of Board Policy 7510.

Charges for Use of Schools or District Facilities

Individuals or community organizations making a request to use schools or District facilities should assume the applicable fees listed on the *District School Board of Pasco County Lease for Use of Buildings and/or Grounds Application for up to 90 Days Only* will be assessed. **Fees may be waived or reduced at the discretion of the Superintendent or designee and approval by the School Board.**

Steps to Use Schools or District Facilities

- Contact the school principal or District facility administrator or their designee to determine if the facility is available on the dates and times requested.
- Request a *District School Board of Pasco County Lease for Use of Buildings and/or Grounds Application for up to 90 Days Only* form from personnel at the school or District facility. See attachment.
- Submit the completed form to the school principal or District facility administrator. A certificate that evidences proof of broad form commercial general liability insurance with a minimum of \$1,000,000 coverage for the entire duration of the lease must accompany the lease. See **Certificate of Insurance – Requirements for School or District Facility Lease** below for additional details. The completed lease application and insurance certificate must be submitted to the school principal or District facility administrator at least **eight (8) weeks prior** to the start date of the requested lease. Submitting incomplete documents may delay the School Board approval process.
- The Executive Director for Administration will review all documentation and the designee will advise the school principal or District facility supervisor if: (1) the lease receives School Board approval; (2) the lease does not receive School Board approval; or (3) additional information is required. For questions call 813-794-7939, Athletics and Use of Facilities Unit.
- Applicable fees are due prior to the first use of the school or District facility. Checks are to be made payable to the District School Board of Pasco County.
- Communicate and coordinate your activities with school or District facility personnel once the lease is approved. School staff reserves the right to cease or reschedule the use if the activity may cause a disruption to the learning environment or if the use may be detrimental to individual(s) or the condition of the premises or fields.

- Organizations seeking to lease the professional theater facilities at the Center for the Arts at River Ridge or Center for the Arts at Wesley Chapel, must directly contact staff at those facilities.

Certificate of Insurance – Requirements for School or District Facility Lease

Attached is a simplified insurance certificate. On the sample are the numbers (1) through (6) in the enlarged bold type that are explained below.

- (1) Event Holder – The name of the organization identified on the certificate of insurance must be the same as on the facility lease application.
- (2) Primary Commercial General Liability – Commercial general liability insurance must be indicated. Broad form coverage is preferred; otherwise, other specific coverage may be required, depending on the nature of the event and lease.
- (3) Policy Effective and Expiration Date – The date(s) of the lease must be within the policy effective date(s). If the expiration date of the insurance falls within the term of the lease, the organization must furnish a renewal certificate prior to the insurance expiration date. If the certificate is not provided, the lease will be canceled. The insurance certification must be attached to the lease in order to not delay processing of the application.
- (4) Policy Limits – The minimum limits of commercial general liability insurance coverage is \$1,000,000.
- (5) Other Additional Insureds – This area verifies that the District School Board of Pasco County, Florida is listed as an additional insured. The school is not to be listed as an additional insured, as the school is not a legal entity.
- (6) Facility Owner – This is the name and mailing address of the entity for whom the certificate is being prepared and should read District School Board of Pasco County, 7227 Land O’ Lakes Blvd., Land O’ Lakes, FL 34639.

Lease Rates

To calculate the daily lease rate add any of the following that apply: Facility Rate + Direct-Cost Rate + Sales Tax + Labor Charges.

- Facility Rates – The half-day rate is for a use of up to five hours. This includes any time required for set-up, arrival, dismissal, and cleanup by the organization. The full-day rate is for use greater than five hours up to 10 hours. The long-day rate is for any use that totals over 10 hours in the same day. In some instances a flat fee may be assessed.
- Direct Cost Rate – This charge must be included for each day of use and applies whether inside or outside facilities are used.

- In accordance with Florida Sales Tax Law 12A-1.70 the rental of real property is a taxable transaction and is subject to current sales tax. The tax shall be calculated on the total rental cost (facility rates + direct cost rate). Labor charges are not subject to sales tax. The sales tax on the rental is exempt if the organization provides a certificate of exemption.
- Labor Charges – The school principal or District facility administrator determines the number of custodial hours needed. A minimum of \$120.00 (4 hours @ \$30.00 per hour) will be charged for custodial hours. Additional custodial hours, at \$30.00 per hour, will be charged depending on the type of lease activity, number of days, and hours of the lease. Labor charges must be included for each day of use, unless waived by the Assistant Superintendent for Administration and approved by the School Board.

Important Reminders

- Any lease activity may be canceled at any time if the terms and conditions of the lease are violated or if the school or District facility administrator deems your use of the facility may disrupt or interfere with the learning environment at the facility or may cause damage to the facility or possible injury to individual(s).
- Smoking is prohibited in buildings and on smoke free campuses.
- Alcoholic beverages are prohibited on all School Board property.
- Any advertising or promotional material of individuals or community organizations that refers to the school or school address shall contain the following statement, “The District School Board of Pasco County, Florida, is neither sponsoring nor affiliated with this event.”
- Payment for use of school and District facilities must be made prior to the commencement of the scheduled event.