

ST. JOHNS COUNTY SCHOOL DISTRICT FACILITY USE REQUEST FORM

School: _____ Date of Request: _____

Date(s) of Event: _____ Day(s) of the Week: _____

Beginning/Ending time of event: _____

Name of Requesting Organization: _____

Organization Representative: _____ Contact Number(s): _____

Organization Representative Email Address: _____

Organization Mailing Address: _____

City _____ State _____ Zip _____

General Liability Insurance Coverage* (yes) _____ (no) _____

Insurance Company: _____ Policy Number: _____

Type of Activity/Event: _____

Approximate Number of People Expected to Attend: _____

Type and number of facility/room(s)
needed (i.e., classroom, auditorium, etc.): _____

Special needs/
requests for event: _____

Fees Paid to School for Use of Facility: _____

I HEREBY CERTIFY that I have received, read, and affirm St. Johns County School Board Rule 9.04. I will be responsible for this activity from beginning arrangements through final cleanup and restoring the facility to its original state.

Signature of Organization Representative

Date

Signature of School/Building Administrator

Date

*Please refer to St. Johns County School Board Rule 9.04 for specific insurance requirements.

RELEASE AND INDEMNIFICATION AGREEMENT

In consideration for the use of _____,
provide description of premise/facility name of requesting party
does, for itself, its agents, officers, employees, successors and assigns, hereby release, indemnify, hold harmless, and forever discharge the St. Johns County School Board and the St. Johns County School District (collectively, the "School Board"), its agents, officers, employees, successors and assigns from and against any and all claims, causes of action, demands, damages or losses of any kind, resulting from and imposed upon, incurred by or asserted against the School Board, its agents officers, employees, successors and assigns, arising from or related to services furnished or property used by _____, including claims based on allegations of negligence by the School Board.
name of requesting party

This release covers all claims and damages, whether or not contemplated at the present time.

Dated this ____ day of _____, 20____

By: _____

THE FOREGOING instrument was acknowledged before me this _____ day of _____, 20____ by _____ on behalf of _____ who (_____) is personally known or (_____) has produced _____ Driver's License number _____ as identification.

Notary Public

Name of Notary Typed/Printed/Stamped

Commission Number:

Commission Expires:

SUBMITTAL PROCESS

Upon completion, schools must submit Facility Use Request Form and supporting documentation in BusinessPlus for review and approval process.

CHAPTER 9.00 – SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS

COMMUNITY USE OF SCHOOL BOARD PROPERTY

9.04

School Board property, facilities, and equipment are intended primarily for school educational purposes and no other use shall interfere with this purpose. However, the School Board may permit the use of School Board property by community groups. The principal shall be responsible for the safeguarding of such property, that the School Board rules and procedures for the use of the property are followed, and observing fire department regulations.

1. School Board property may be used for the following purposes or by the following groups without charge upon approval of the school principal or administrator in charge pursuant to these provisions:
 - a. Any student or school-related educational purpose necessary or useful for the accomplishment of the full scope of educational instruction;
 - b. National youth groups which operate under a county organization and are properly supervised and sponsored by some educational organization;
 - c. National, State, County and City Emergency Management and natural disaster, including hurricanes, use upon notification of the School Board through the Superintendent's office and the principal of the affected school;
 - d. The Board of County Commissioners for voting places in any primary, regular, or special election upon due notice to the principal who shall make arrangements so that the election will not interfere with the operation of the school; and,
 - e. Any governmental function during out-of-school hours. Any time the school food service kitchens are used, the principal shall see that such use of the facility is supervised or operated by qualified school personnel. No food service supplies or food shall be used.
 - f. County, city, or community-organized recreation groups as requested by the St. Johns County Recreation Department and with the approval of the School Board.
2. School facilities such as auditoriums, cafeterias, classrooms, and stadiums may be made available to organizations which are civic or community connected for specific, temporary, short-term purposes upon payment of the fees established by the School Board, or upon providing in-kind services of a value equal to or exceeding the applicable fee as determined by the principal or administrator in charge of a particular facility, and upon satisfaction of the requirements of this

CHAPTER 9.00 – SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS

rule. The school principal or administrator in charge shall be responsible for determining that the facility is under sufficient supervision and that adequate custodial service is provided.

3. School Board property shall not be used for any illegal or immoral purposes. There shall be no possession or consumption of alcoholic beverages on school property, nor shall there be allowed any gambling or any other activity prohibited by Florida Statutes or Florida State Board of Education rules.
 - a. School Board property may not be used when there appears to be a possibility that such use will result in damage to such property beyond normal wear and tear, interference with regular school function, or bodily injury or property damage or to any person or individual.
 - b. Notwithstanding prohibitions stated above, possession and use of alcoholic beverages solely and exclusively for purposes of advanced or adult food preparation classes shall not be considered in violation of this policy.
4. Fees and deposits paid for the use of any School Board facility, buildings, property, or grounds shall be paid in advance in accordance with the rate schedule adopted by the School Board and in effect at the time of such use.
5. At least fourteen (14) days prior to the use of School Board facilities by any party except those under Subsections (1)(a) through (f) herein, the user shall provide a current policy or certification of general liability insurance specifying the School Board as a named insured and having policy limits of at least one million dollars (\$1,000,000.00) for aggregate damages in any one occurrence. The description of operations must state that the certificate holder (the school board with address) is a named insured and should identify the host school and the date(s) and a description of the activity/event.
6. Athletic fields which are constructed and maintained for the use of public schools may be used by other agencies and organizations listed in Subsections (1)(a) through (f) herein provided such agencies share in the maintenance of the field. All other users shall pay the established rental charges as established in the schedule adopted by the School Board. Any stadium tax charged on tickets shall be paid into the stadium fund for renovation and / or future expansion.
7. The Superintendent shall prepare procedures to implement this rule.

**CHAPTER 9.00 – SCHOOL-COMMUNITY RELATIONS
AND INTERLOCAL AGREEMENTS**

STATUTORY AUTHORITY:

1001.41, F.S.

LAWS IMPLEMENTED:

**106.15; 1001.42; 1001.51; 1001.33; 1013.10;
509.032; 509.232, F.S.**

HISTORY:

ADOPTED: 08/18/98

**REVISED: 07/07/09
03/08/05**