

ADMINISTRATIVE GUIDELINES

CHAPTER 9.00 – SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS

COMMUNITY USE OF FACILITIES

9.30G

ADMINISTRATIVE GUIDELINES STATEMENT:

The following guidelines have been developed to implement School Board Policy for the use of school facilities.

This fee schedule should be used in the event of a request for use of a School Board facility by non-school related organizations. School groups are encouraged to schedule events in the most cost effective manner. If groups schedule events outside of normal hours as a means of raising money for their group, the utility, custodial and security expenses may be charged to that group at the principal's discretion.

Stadium

Profit

Lights: \$20.00/hr
Custodial fee: hourly rate
Usage fee: \$300.00
(up to 12 hours, \$25.00/hr thereafter)

Lining of field: \$120.00

Non-Profit

Lights \$20.00/hr.
Custodial fee: hourly rate
Cleaning supplies/paper products:
1 – 50 people: \$ 50.00
50+ people: \$100.00

Lining of field: \$120.00

Gymnasium

Profit

Utilities: \$20.00/hr
Custodial fee: hourly rate
Usage fee: \$300.00
(up to 12 hours, \$25.00/hr thereafter)

Non-Profit

Utilities: \$20.00/hr.
Custodial fee: hourly rate
Cleaning supplies/paper products:
1 – 50 people: \$ 50.00
50+ people: \$100.00

Baseball & Softball Fields

Profit

Lights: \$20.00/hr
Custodial fee: hourly rate
Usage fee: \$300.00/day

Non-Profit

Lights: \$20.00/hr
Custodial fee: hourly rate
Cleaning supplies/paper products:
1 – 50 people: \$ 50.00

Auditoriums & Stage

Curtis Peterson *

Profit

\$750 per day

Non-Profit

\$250 per day

*This does not include the custodial fee.

Cafeteria/Cafetorium – (no food served)

Profit

Utilities: \$20.00/hr
Custodial fee: hourly rate
Usage fee: \$300.00
(up to 12 hours, \$25.00/hr thereafter)

Non-Profit

Utilities: \$20.00/hr.
Custodial fee: hourly rate
Cleaning supplies/paper products:
1 – 50 people: \$ 50.00
50+ people: \$100.00

Cafeteria/Cafetorium & Kitchen– (food served)**

Profit

Utilities: \$20.00/hr
Custodial fee: hourly rate
Usage fee: \$300.00
(up to 12 hours, \$25.00/hr thereafter)

Non-Profit

Utilities: \$20.00/hr.
Custodial fee: hourly rate
Cleaning supplies/paper products:
1 – 50 people: \$ 50.00
50+ people: \$100.00

** (Food Service personnel are additional and required for kitchen use. Custodian is also required.)

Regular Classroom ***

Profit

Usage fee: \$10.00/hr.
Custodial fee: hourly rate

Non-Profit

Usage fee: \$5.00/hr.
Custodial fee: hourly rate

*** Non-profit groups hosting less than 15 students may have the fee waived, providing the meeting lasts no more than two hours and concludes prior to 6:00 p.m. during a scheduled workday.

School Bus – Outside Group Use

\$1.50/mile
\$13.00 (\$10.00 for driver, \$3.00 for benefits)

During normal working hours, a charge for school personnel may be waived unless so noted.

Outside normal working hours, school personnel will be paid their hourly rate, which may include time and a half.

Florida sales and use tax must be collected on facility use fees unless the user provides a current "Consumer Certificate of Exemption."

**USE OF FACILITY AGREEMENT
CITRUS COUNTY SCHOOL BOARD**

THIS AGREEMENT by and between the CITRUS COUNTY SCHOOL BOARD (hereinafter "SCHOOL BOARD") and:

_____ Name of Organization/Group/Person

_____ Street or Post Office Address

_____ City _____ State _____ Zip Code _____ Phone Number

(hereinafter "USER").

WITNESSETH:

1. The SCHOOL BOARD shall:
 - a. Permit the USER to use the following facility(ies) designated as (indicate type of space and school or site name) _____
_____ to be used daily/weekly/monthly on the _____ day of each week/month between the hours of _____ a.m./p.m. and _____ a.m./p.m. for the purpose of _____.
 - b. Furnish electricity, light, water, and restroom for ordinary purposes but for no other purpose. Interruptions, delays, or failure in furnishing any of these shall not give USER any right to or claim for damages resulting therefrom.
 - c. Charge USER a reasonable fee for the use of the designated facility(ies) unless waived or adjusted by the Superintendent. This fee shall be _____ for each time the facility(ies) is(are) used.

2. The USER shall:
 - a. Use the designated facility(ies) only for the purposes specified above, and make no unlawful, improper, objectionable, or undesirable use of the facility(ies) provided.
 - b. Obtain at USER's own cost or expense any license or permit required by law or ordinance.
 - c. Maintain the facility(ies) in as good a condition and state of repair as it is on the date of this agreement, subject only to normal wear and tear. The USER shall make no alterations or modifications to the facility(ies) without the prior written consent of the SCHOOL BOARD.
 - d. Remove from the facility(ies) all equipment and material owned by USER at the termination of this Agreement; the SCHOOL BOARD assumes no liability for USER's equipment or material.

- e. Not assign this Agreement, or sublet the facility(ies) or any part thereof.
 - f. Not bring into or onto the facility(ies) any alcoholic beverages or gambling devices or illegal substances of any kind or permit any other person to do so.
 - g. Maintain such liability and physical damage insurance as the SCHOOL BOARD may require.
 - h. Indemnify, defend, and hold the SCHOOL BOARD, its agents and employees, harmless from and against any claim or liability for damage or injury to property or persons, including death, which may arise or accrue by reason of USER's, its agents, servants, employees, guests, or invitees use of the facility(ies) or property of the SCHOOL BOARD and further, assume full responsibility for the character, acts and conducts of all persons admitted to the facility(ies) or property of the SCHOOL BOARD by the consent or knowledge of the USER, its agents, servants, employees, guests, and invitees.
 - i. Pay all charges when due by check or money order to the above-mentioned school. USER not paying charges when due will not be permitted to use SCHOOL BOARD facility(ies).
 - j. Not allow smoking on any SCHOOL BOARD property.
 - k. Not use any equipment found in or on the facility(ies) and be responsible for replacement or repair cost of such equipment found missing or damaged.
 - l. Comply with all applicable provisions of law and SCHOOL BOARD rules, as amended.
3. As the activities of the above-mentioned School and the SCHOOL BOARD have first priority of use of the designated facility(ies), the SCHOOL BOARD reserves the right to alter USER's scheduled use of the designated facility(ies) and will notify, or reasonably attempt to notify, the USER in advance.
4. The SCHOOL BOARD and USER grant to the other and reserve unto themselves the right to terminate this Agreement, with or without cause, by giving not less than thirty (30) days written notice to the other, at any time notwithstanding anything to the contrary therein. The USER may terminate its right to occupy the facility(ies) without terminating the USER's obligation to indemnify the SCHOOL BOARD in accordance with paragraph 2(h) above.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement this _____ day of _____, 20____.

CITRUS COUNTY SCHOOL BOARD

By: _____
 Superintendent/Designee

USER

By: _____

Title: _____

HISTORY:

ADOPTED: 11/12/2002
REVISION DATE(S): 02/20/2003, 07/29/2008, 09/18/2008
02/17/2011
FORMERLY: 4.6(1)G