SUMTER COUNTY SCHOOL BOARD 2680 West County Road 476 Bushnell, Florida 33513

FACILITY-SCHOOL USE AGREEMENT

	quest to use: School or Center		Room			Number of Participants		
For the pu	pose of:							
Time to be	used:A.M	P.M. until	A.M	P.M.	Profit Generati	ng: Yes	No	
Date(s) Re	quested (include months	, days and year, excl	ude school holid	lays)				
Requesting Applicant/Organization			Contact Name					
Address		City		Zi	p			
Phone Numbe	er							
E-mail Addres	S							
School or Cer	ter Responsibilities:							
•	the appropriate signatures on	, 0			send a copy to the di	istrict office.		
2. Share a	copy of School Board Policy 75	10 and usage rates with the	ne applicant/organi:	zation.				

- Monitor and track facility usage. Collect and process custodial or security payroll. 3.
- Invoice the applicant/organization based on Board approved rates. Submit all payments to the district office. 4.
- Inform the district office if an applicant/organization decides not to use the facility after Board approval has been granted.

Applicant/Organization Responsibilities:

- Complete the form and return it to the principal for processing. 1.
- Request a copy of School Board Policy 7510 and the usage rates. 2.
- 3. Provide the school with the hours of use to be invoiced for payment.
- 4. Provide proof of liability insurance and/or non-tax status, if required.
- Make the check payable to Sumter County School Board within ten (10) days of receipt of the invoice. 5.

Conditions:

- Leave the facilities the same as received, there is no smoking, food, or drinks in the building.
- The user of the facility must pay the Sumter County School Board for the services of a custodian at the applicable overtime rate, or if the kitchen is used, the user will pay for these services regardless of whether or not the rental fee is waived.
- The rental fee for the facility will depend on the type, length of time used, and modifications to set-up and additional services provided, if any. 3.
- The rental does not include internet access; connecting to the wired or wireless networks is strictly prohibited.

Sumter County Schools does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services, or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scouts of America Equal Access Act. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to: Helen Christian (Equity Coordinator), Dana Williams (Human Resources), or Debbie Moffitt (Assistant Superintendent), at 2680 West CR 476, Bushnell, FL 33513, Phone: 352-793-2315.

This is to certify that I and the group I represent will comply with the requirements of the School Board as explained to me by the principal of the above named school center and accept liability for any damage of the facilities caused by the persons involved in this activity. A certificate of public entity liability insurance may be required.

Signature of Person Responsible for Activity	Date	School Center Recommendation: o rental fee waiver o partial rental fee waiver	District Approved With: o full rental fees o rental fee waiver	
Principal's Signature	Date	 in-county profit generating activity out-of-county profit generating activity deny 	partial rental fee waiverdenied	
District Administrator's Annroval	Date			