The School Board of Nassau County

USE OF SCHOOL FACILITIES AND EQUIPMENT

Dr. Kathy Burns, Superintendent

Adopted July 13, 2023

**INTRODUCTION**

This document contains the policies, procedures, forms, and fee schedule for the regulation of the use of school facilities and equipment. It is intended to provide administrators with the information necessary to consider requests by individuals and groups.

It is the responsibility of the Principal or building administrator to protect school facilities and see that they are used in accordance with Nassau County School Board policies and sound judgment.

**The primary function of school property, facilities, materials, and equipment is to facilitate public educational purposes and none of these shall be adapted to a use which hinders or inhibits said purpose.** Although the School Board does not have as a primary function the release of Board property for non-school activities, it is willing to do so when such use is deemed compatible with the purpose of public education. **In these instances, the fee schedule is to be applied without exception.**

Table of Contents

Introduction 1

Table of Contents 2

Procedures for Use of Facilities and Equipment 4-7

Administrative Rules 8

 7.50 Use of School Facilities 8

 7.51 Altering School Property 9

 7.57 Disposal of School Property 9

 7.39 Use of Lunchroom Facilities 10

 2.19 Drugs and Alcoholic Beverages 10

 2.34 Smoking and Other Use of Tobacco 11-14

Fee Schedule for Use of Facilities 15-16

Facility Use Agreement 17-18

Procedures for Approving the Use of Facilities 19

Fee Schedule 20

Quick Reference Chart of Fees 21

Facilities Application 22

Gallagher Insurance 23

 PROCEDURES FOR USE OF FACILITIES AND EQUIPMENT

I. Purpose

School property, facilities, materials and equipment are intended for public educational purposes and shall not be adapted to a use which hinders or inhibits this purpose. However, they may be made available for use by other governmental agencies when such use is deemed to be compatible with the purpose of public education.

School and community-oriented groups and organizations are encouraged to use school facilities.

Pursuant to Section 1013.10, Florida Statutes, the Nassau County School Board establishes the following procedures for the purpose of protecting educational facilities and grounds when used by non-school groups.

1. Procedures
	1. School buildings and normal furnishings of a particular facility are available for use. Equipment other than normal furnishings of a facility is not available for use.
	2. Approval for use of facilities shall be secured at least 10 school days in advance from the appropriate principal or administrator.
	3. Facilities or equipment shall not be used for any of the following:
		1. Commercial or personal gain, except by prior Board approval;
		2. Programs involving any form of gambling;
		3. Any illegal activity;
		4. Activities in violation of any Board rule or regulation;
		5. Partisan political meetings;
		6. By any organization or party which believes in or teaches directly, or indirectly, the overthrow of the governments of the United States, the State of Florida, and/or Nassau County.
	4. The Superintendent or designee may deny use of facilities or equipment to any agency or organization whose purpose (as reflected in activities, statements, written philosophy, or other evidence) is considered by the Superintendent or designee to be incompatible with District purposes.
	5. Other Terms and Conditions
		1. The facility used by groups and organizations shall be at a time not for conducting regular school programs and for purposes not conflicting with School Board policies or rules.
		2. The facility shall be used as equipped for School Board use. Charges shall be made for custodial set-up time for special rearrangement or handling of facility furniture and/or equipment.
		3. Groups or organizations using facilities shall be required by the principal or building administrator to provide the School Board with a certificate of insurance naming the School Board of Nassau County, 1201 Atlantic Blvd., Fernandina Beach, FL 32034 as an additional name insured for the following amounts:

$300,000 per occurrence

* + 1. The certificate of insurance must be provided prior to scheduled facility use.
		2. Designated fees for facility use shall be paid in advance of scheduled use unless otherwise mutually agreed by the principal/building administrator and the user.
		3. The principal or building administrator of the facility being used shall be responsible for securing all the necessary forms, certificates of insurance, and receipt of payment of fees for rental from users.
		4. Long-term use of facilities and equipment (duration of one year or more) shall be covered by separate agreements or contracts.
		5. There shall be no smoking or other use of tobacco by any person in any school or other NCSB facility or on School Board property.

Ill. Persons Under the Influence or In Possession of Alcohol or Drugs

Persons not otherwise subject to the school discipline code having possession of or under the influence of intoxicating beverages, drugs, or other substances expressly prohibited by federal, state, or local laws, shall not be allowed to be in or on Board property or at Board functions and shall be considered as trespassers if they fail to leave said functions or property after warning.

1. Use by School-Oriented Organizations and Groups

There shall be no charge for use of school facilities to approved groups and organizations directly related to and connected with the school, students, and/or activities and events directly related to the operation and support of the school except as described below.

* 1. Custodial services shall be rendered at no charge to school-oriented groups described above if the use of the facilities occurs during hours normally covered by school custodians and if the event or activity does not create additional need for custodial services.
	2. School kitchens must be operated by regular cafeteria employees only.
	3. If additional services are required, charges will be assessed for the actual hourly rate, including applicable fringe benefits, for cafeteria and/or custodial employees on duty during the scheduled use or as required prior to or after use for set-up and/or clean-up.
	4. If the use of custodial or cafeteria employees causes an individual to exceed 40 hours during a work week, the assessed charge shall include overtime pay.
1. Use by Non-School Oriented Organizations and Groups
	1. There shall be a charge for the use of school facilities to groups and organizations not directly school-related and/or oriented. This charge is established to recover costs for utilities, water, normal wear of facilities and equipment, and salaries of personnel required to process applications.
	2. The minimum fee for use of school facilities shall be for three (3) hours.
	3. Additional fees for excessive wear of facilities and equipment and/or damage will be assessed when such excessive wear and/or damage occurs.
	4. Usage charges shall be assigned in accordance with the Fee Schedule for the facilities being used. The distribution of usage charges shall be: 85% Nassau County School Board Operating Fund; 15% School.
	5. Payment for usage charges shall be made in advance by check payable to the School Board of Nassau County. The check shall be delivered to the Principal or building administrator and forwarded to the Superintendent or designee.
	6. A representative of the Board shall be on the school grounds during the hours of use of facilities except for fields or playgrounds.
	7. Custodial fees shall be assessed for services rendered prior to, during, and/or after a scheduled event as needed, as determined by the Principal or building administrator. The amount assessed shall include the custodian(s)'s hourly rate including applicable fringe benefits. All custodial services rendered shall be considered in excess of the 40 hour work week and shall include the overtime rate. When a custodian's services are required for a non-school use and are paid for at the overtime rate during the custodian's normally-scheduled work hours, the custodian shall make up the equivalent amount of normal work hours during the same work week.
	8. School kitchens must be operated by regular cafeteria employees. Charges will be assessed for the actual hourly rate, including applicable fringe benefits, of the employee assigned. Use of school kitchens shall only take place during non-school hours. If a cafeteria employee is caused to work in excess of 40 hours during a work week, the hours in excess of 40 will be paid at the overtime rate.
	9. The principal or building administrator shall contact the Business Services Office to obtain a quotation for the fees for custodial and/or cafeteria employee services prior to providing the fee information to the applicant for facility use. The name of the custodial and/or cafeteria employee(s) to be used shall be provided to the Business Services in order to get an accurate fee quotation.
	10. Payment for custodial or cafeteria employee services shall be made in advance by separate check payable to the School Board of Nassau County. The check shall be delivered to the Principal or building administrator and forwarded to the Business Services Office for payroll purposes.
	11. All payments to Nassau County School Board cafeteria or custodial employees for services rendered shall only be made by regular payroll processes through the Business Services Office and in no case shall payments be made directly to a Nassau County School Board employee in cash, through school internal accounts, by payment from the user, or any other "under the table" means. This does not preclude an individual from bona fide employment with the entity using the facilities.
	12. Damage by Organizations Under Facility Use Permits

An organization granted a permit for the use of property belonging to the Board shall be responsible for any damage to the buildings, equipment, or grounds and shall repay such damage in accordance with the true value as established by the Superintendent or designee. Failure to comply with such payment shall cause the individual, group or organization to lose eligibility for further use of Board-owned property, and be subject to legal action.

**FLORIDA STATUTES**

1013.10 **Use of buildings and grounds.--The** board may permit the use of educational facilities and grounds for any legal assembly or for community use centers or may permit the same to be used as voting places in any primary, regular, or special election. The board shall adopt rules or policies and procedures necessary to protect educational facilities and grounds when used for such purposes.

**NASSAU COUNTY SCHOOL BOARD ADMINISTRATIVE RULES**

* 1. **USE OF SCHOOL FACILITIES--**

Full utilization of school facilities for educational, cultural, artistic, and other defensible public purposes is encouraged by the Board.

1. School facilities may be used by all school organizations, parent-teacher organizations and school-related organizations; civic, social and service groups; churches, business organizations, and responsible individuals. Each such use shall be approved in advance by proper authority.
2. Procedures for application and approval, charges to be assessed, and requirements for supervision shall be included in a facility use plan which, upon adoption by the Board, is made part of this rule by reference.

Ill. Each individual, group or organization which is granted a permit for the use of public property shall be responsible for any undue damage to the buildings, equipment, or grounds and shall pay any such damage in accordance with the true value as determined by the Superintendent.

Failure to comply with a request for payment of such assessed damages shall result in the individual, group, or organization being ineligible for further use of school property and such legal action as the School Board deems proper to recover the amount of the damages.

IV. The District and its agents do not assume or accept responsibility for damage to, or loss of, any items of personal property brought onto school grounds or otherwise brought to school-related functions. The risk of damage to, or loss of, such personal property shall be that of the property owner. No district employee or agents have the authority to waive this Rule. The Board may waive it, providing that such waiver shall be only as the result of official action taken at a public meeting of the Board and shall not otherwise be implied or assumed to have occurred. Waivers shall be

considered and approved by the Board on a case-by-case basis without constituting or creating a precedent for other applications.

Authority: 1001.41(2), 1001.42(17), F.S.

Law Implemented: 1001.32, 1001.42, 1001.42, F.S.

History--New 6/28/90 Amended--08/08/02

# ALTERING SCHOOL PROPERTY--

No school building or other fixed property of the School Board shall be removed, erected or in any way altered without the expressed permission of the School Board.

* + 1. Any group, including the Parent-Teacher Association, desiring to improve a school site, to add facilities, or to install equipment shall submit a request, including plans and a statement of purposes, to the Superintendent for submission to the School Board.
		2. Any improvement, new facility, or equipment installed by a non-school group shall become the property of the Nassau County School Board.

Ill. To be approved, any improvement program shall meet all codes and safety standards and shall be beneficial and consistent with the overall planning program. In approving any proposal, the welfare of the children shall be the primary consideration.

Authority: 1001.41(2), 1001.42(17), F.S.

Law Implemented: 1001.42, 1013.37, 1013.371, 1013.372, F.S.

History--New 6/28/90 Amended--08/08/02

# 7.57 DISPOSAL OF SCHOOL PROPERTY--

1. Real property may be disposed of only after having been officially declared unnecessary or unsuitable for school purposes by resolution of the School Board in the manner described in Florida Statutes and State Board of Education Rules. The School Board may dispose of land or real property having a value of $25,000.00 or more as prescribed in State Requirements for Educational Facilities (SREF) 1.4 and 1013.28, Florida Statutes.
2. No property, including equipment, may be disposed of without the approval of the School Board. The Superintendent shall periodically submit to the School Board a list of surplus or unusable equipment having a value of less than $25,000.00 and if the same is approved by the School Board for disposal, the Superintendent shall dispose of such equipment and materials in a manner that will be to the best advantage of the school

system and consistent with the provisions of 1013.28, Florida Statutes, and State Requirements for Educational Facilities (SREF) 1.4.

Authority: 1001.41(2), 1001.42(17), F.S.

Law Implemented: 1001.42, 1013.28, F.S.; 6A-2.28, SBER

History--New 6/28/90 08/01/10

# 7.39 USE OF LUNCHROOM FACILITIES--

Non-school groups may use lunchroom facilities pursuant to 7.50 of these rules. However, in any such case, a lunchroom worker must be employed by the using group to supervise and assist.

Authority: 1001.41(2), 1001.42(17), F.S.

Law Implemented: S.B.R. 750 History--New 6/28/90

# 2.19 DRUGS AND ALCOHOLIC BEVERAGES--

No person shall be permitted to use, to be in possession of, or to be under the influence of alcoholic beverage or unlawful substance while on school property.

1. The term "alcoholic beverage," as used herein, shall include all beverages containing more than one percent alcohol by weight.
2. The term "unlawful substance," as used herein, shall mean any drug or other controlled substance identified by Chapter 893, Florida Statutes, for which the individual does not have a prescription issued by a physician.

Ill. All school personnel are required to report to the principal or the principal's designee any suspected unlawful use, possession, or sale of any controlled substance, counterfeit controlled substance, and/or alcoholic beverage.

IV.      Persons other than students or employees who are in violation of this

          rule shall be directed to leave school board property immediately. Any

          such person who refuses to leave may be subject to arrest.

V.      Student found in violation of this rule will be disciplined pursuant to the Student Code

 of Conduct.

VI.     Employees found in violation of this rule will be subject to discipline

Authority: 1001.41(2), 1001.42(17), F.S.

Law Implemented: 1006.07, 1006.09, 1001.44(34), 1013.10, F.S.

History--New 6/28/90 Amended-07/27/2017

**2.34 SMOKING AND OTHER USE OF TOBACCO--**

1. **Purpose**

The School Board of Nassau County recognizes that the use of tobacco products, including electronic smoking devices, is a health, safety, and environmental hazard for students, employees, parents, visitors, and school facilities. The School Board is committed to providing students, staff and visitors with a smoking and tobacco-free environment. The use of tobacco products on school grounds, in school buildings, in School District vehicles and facilities, on school property or at school-related or school- sponsored events is detrimental to the health and safety of students, employees, and visitors.

1. **Applicability of Policy**

This policy applies to students, employees, volunteers, parents, spectators, vendors, contractors, delivery persons, visitors and the public.

1. **Definitions**

For the purposes of this policy, the following definitions shall apply:

* 1. “At any time” means twenty-four (24) hours a day, seven (7) days a week, 365 days a year.
	2. “Electronic smoking device” means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. “Electronic smoking device includes but is not limited to devices manufactured, marketed, or sold as e-cigarettes, ecigars, e-pipes, vape pens, similar devices, or under any other product name or descriptor. “Electronic smoking device” also includes any component part of a product, whether or not marketed or sold separately, including but not limited to, e- liquids, ejuice, cartridges, or pods.
	3. “School property” means all facilities and property, including land, whether owned, rented, or leased by the Board, and also includes all vehicles owned, leased, rented, contracted for, or controlled by the Board and used for transporting students, staff, or visitors.
	4. “Tobacco product” means any product containing, made, or derived from tobacco or that contains nicotine, whether synthetic or natural, that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including but not limited to: cigarettes, electronic smoking devices, cigars, little cigars, and other kinds and forms of tobacco.
1. **General Policy Statement**
	1. Students are prohibited from possessing, using, consuming, displaying, or selling any tobacco products, tobacco-related devices, electronic smoking devices, imitation tobacco products, or lighters at any time on school property or at any school related or school-sponsored event.
	2. Administrators, staff, or visitors are prohibited from using, consuming, displaying, activating, or selling any tobacco products, tobacco- related devices, imitation tobacco products, or lighters at any time on school property or at any school related or school sponsored events. This includes products or paraphernalia displaying industry brands.
2. **Exception to this Policy**
	1. A school principal may permit tobacco products to be included in counseling, educational, instructional or research activities in the school building; provided that, the activity is conducted or supervised by a District employee overseeing the instruction or research and the activity does not involve smoking, chewing, vaping, or otherwise ingesting the product.
	2. A person may use or possess a product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and if the product is being marketed and sold solely for such an approved purpose.
3. **Notification of Policy and Implementation**

It is the responsibility of District and School administrators to provide:

* 1. Appropriate “No Tobacco” signage will be posted in a manner and location on all District property that adequately notifies employees, students, parents, visitors, and the public of this policy.
	2. Written notice to students and parents/guardians in student handbooks and orientations.
	3. Written notice in staff handbooks, in orientations and employee or staff trainings, and when offering employment.
	4. Reminder announcements of this policy at school and District events, as appropriate.
	5. Written notice of the prohibition as provided in this policy in contracts with outside groups who use the school buildings and other facilities.
1. **Tobacco Promotion Prohibited**

Tobacco advertising is prohibited on school grounds, in all school-sponsored publications, on District vehicles and buses, and at all school-sponsored events. It is a violation of this policy for any person to promote tobacco products on the school property or at any school related or school sponsored events via the display of images of tobacco products on gear, technology accessories, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other material.

1. **Educational and Cessation Programs for Students and Employees**
	1. Prevention Education for Students. The administration will consult with the Safe Schools Department and other appropriate health organizations to identify and provide programs or opportunities for students to gain a greater understanding of the health hazards of tobacco use and the impact of tobacco use as it relates to providing a safe, orderly, clean, and inviting school environment. The administration will ensure that students in grades K-12 receive tobacco prevention education using sequential, age appropriate, current, accurate, evidenced based curricula and a skills-based approach (involving students in active "hands on" learning experiences).
	2. Cessation Support Programs for Students. The administration will consult with the Safe Schools Department, the Nassau County Health Department, the American Lung Association and other appropriate health organizations to provide students and employees with information and access to support systems, tobacco use cessation programs, and services to encourage them to abstain from the use of tobacco products.
	3. Prevention and Cessation for Employees. Employees shall be advised as to the availability of related services available to them in the District's various Wellness programs in which they may choose to participate and as they may change from time to time.
2. **Enforcement**

The success of this policy depends upon the thoughtfulness, consideration, and cooperation of the entire school community. All individuals on school premises, including students, staff, administrators, and visitors, are responsible for adhering to and enforcing this policy. Members of the school community are encouraged to communicate this policy with courtesy and diplomacy. Any person acting in violation of this policy will be informed or reminded of the policy and asked to comply.

* 1. Students. Consequences for engaging in prohibited behavior shall be as provided in the Student Code of Conduct.
	2. Employees. Consequences for employees who violate the tobacco use policy will be in accordance with personnel policies or any relevant collective bargaining agreement.
	3. Family members, volunteers, or visitors. Family members, volunteers or visitors who violate the policy must immediately discontinue using the tobacco product or electronic cigarette or leave the premises. Law enforcement officers may be contacted to escort the person off the premises if the person refuses to leave the school property when requested to do so by District personnel.

History--New 12/10/92 Amended 8/08/02, 9/13/12, 2/13/14 Legal [Authority: 120.81, 1001.32, 1001.41](http://www.leg.state.fl.us/statutes/index.cfm?StatuteYear=2016&AppMode=Display_Results&Mode=Search%2520Statutes&Submenu=2&Tab=statutes&Search_String=1001.42), [1001.42, F.S.](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=1000-1099/1001/Sections/1001.42.html)

[Law Implemented: 386.201-386.209](http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App_mode=Display_Statute&Search_String=386.202&URL=0300-0399/0386/Sections/0386.202.html)

[Law Implemented: 1001.43, 1003.453](http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App_mode=Display_Statute&Search_String=1003.453&URL=1000-1099/1003/Sections/1003.453.html)

**FEE SCHEDULE FOR USE OF SCHOOL FACILITIES**

The Fee Schedule will be reviewed annually, and recommendations shall be made to the school board regarding maintenance of the current schedule or increased rates.

The types and amounts of fees for use of school facilities by non-school oriented groups:

1. The attached Fee Schedule is based on the recovery of costs for utilities, water, normal wear of facilities and equipment, and salaries of personnel required to process applications. Fees for use of outdoor facilities such as a stadium or field include an amount for field maintenance. This schedule shall be reviewed periodically and adjusted based on the associated costs.
2. Charges for the use of facilities by non-school oriented groups shall be consistent within the District as outlined in the fee schedule.
	1. Fees for school buildings - **Quick Reference Chart of Fees.** The time frame during which charges are assessed shall start when the user begins setting up the facility for intended use and shall end when the facility is vacated, with a three (3) hour minimum.
	2. Fees for custodial and cafeteria employees - The employee's regular hourly rate (including benefits) plus overtime, if applicable.
	3. Football or Baseball Stadium with Lights - $150 per hour
	4. Stadium Only (no lights) - $50 per hour
	5. Outdoor Field (other than stadium) - $20 per hour

# Audio-visual Equipment-Audio-visual equipment and materials shall not be used.

Ill. Custodial, cafeteria or other employee charges shall be assessed when services are required because of use of facilities.

1. The amount assessed for custodial service shall include the custodian(s)'s hourly rate including applicable fringe benefits. All custodial services rendered shall be considered in excess of the 40 hour work week and shall include the overtime rate.
2. Charges for cafeteria services will be assessed for the actual hourly rate, including applicable fringe benefits, of the employee(s) assigned. If a cafeteria employee is caused to work in excess of 40 hours during a work week, the hours in excess of 40 will be paid at the overtime rate.
3. If the service of a custodian is not secured prior to scheduling use of facilities, and upon the completion of an event it is found that the facilities have not been restored to their normal conditions, the user shall be assessed a fee for custodial services necessary to restore the facilities.
4. State institutions of higher learning shall be charged an hourly rate determined by the Superintendent or designee per classroom. Charges for use of other types of facilities shall be as specified in II. above.
5. The distribution of fees (other than salaries) will be as follows:
	1. School District Operating Fund - 85%
	2. School - 15%
	3. Upon receiving the payment for school facility use, the Business Services Office will transfer the amount equal to 15% of the facility use fee to the school's budget

 **THE SCHOOL BOARD OF NASSAU COUNTY FACILITY USE AGREEMENT**

Persons or groups using the School Board of Nassau County facilities do so under the following conditions:

1. The School Board of Nassau County shall:
	1. Furnish utilities as it may, at its sole discretion, deem necessary for purpose of the users.
	2. Reserve the right to cancel this permit if it is found that the facility is needed for school use.
	3. Reserve the right in the exercise of its discretion, to rescind and cancel this permit at any time when, in their opinion, the purpose or purposes for which the premises herein described are being used, is intended to be used, shall be obnoxious or inimical to the best interest of the School Board of Nassau County.
	4. Provide a NCSB representative on campus (except in the case of field use only).
2. The User shall:
	1. Hold the School Board, its officers, agents, and employees harmless from any damage or accidents or injury that may happen to the user or his agents, servants, employees, or property or to anyone else by virtue of the user's use of the property from any cause whatever, prior, during or subsequent to the period covered by the agreement, and the said user hereby releases the School Board of Nassau County from and agrees to indemnify it against any and all claims for such occurrences.
	2. Pay for labor and usage fees incurred.
	3. Obtain at the user's own cost and expense any and all licenses or permits required by law or ordinance.
	4. Take the premises as they are at the time of occupancy by the user. In the event the user finds it necessary to remove or change the location of any furnishings or equipment, the changes shall be made by the user at the user's expense and shall be replaced as found; provided, however, that no removals or changes shall be made without prior consent of the school principal.
	5. Have all deliveries of needed equipment and material made with the prior consent of the school principal.
	6. Remove from the premises immediately following use, all equipment and material owned by the user. Anything not removed may be subject to handling and storage charges.
	7. Prohibit the use of intoxicating beverages, harmful drugs, or gambling devices of any kind.
	8. Prohibit tobacco use by all persons on School Board property or in School Board facilities.
	9. Forbid the use or storage on any part of the school premises any substance or thing prohibited by any law or ordinance, or by standard· policies of fire insurance companies operating in the State of Florida.
	10. Not be granted permission to store in or on any part of the school premises any illuminating oils, candles, turpentine benzene, naphtha or other similar substances or explosives of any kind.
	11. Pay state/federal taxes directly to the government.
	12. Operate the heating and cooling systems in the school facilities at the following settings:

Cooling - Thermostat shall be set at 78 degrees. Heating - Thermostat shall be set at 65 degrees.

* 1. Not remove any School Board property from the school under any condition, notwithstanding the rental agreement contained herein.

**PROCEDURES FOR APPROVING THE USE OF FACILITIES AND EQUIPMENT**

1. The applicant completes an original of the Application for Use of School Facilities form.
2. The applicant submits the original of the Application for Use of School Facilities form to the Principal or building administrator at least 10 school days prior to the date of the requested use.

Ill. The Principal or building administrator first approves or disapproves the application and notifies the applicant.

1. The Principal or building administrator provides the applicant with a copy of the Facility Use Agreement.
2. If approval is given, the administrator determines if the applicant must pay a usage fee and/or fee for labor for custodial or cafeteria services.
3. The administrator notes the charges in detail on the Application for Use of School Facilities form.
4. The applicant's check for the entire fee, made out to the School Board of Nassau County, should be attached to the application.
5. The building administrator sends the original of the approved form~~s~~ to the Superintendent or designee for approval.
6. After approval, the Superintendent Ol" designee sends one copy of the form and the check to the Director of Business Services, one copy to the Director of Facilities, and returns the original and one copy to the administrator. One copy of the form is given to the user and the original is filed by the administrator.
7. If approved by the Superintendent or designee, the check will be deposited and the funds will be credited to the appropriate account(s).
8. Any cancellations or changes in usage or payments should be forwarded in writing to the Director of Business Services.

**Certificate of Insurance**

A Certificate of Insurance is proof that the using organization has purchased insurance to cover its liabilities while using school facilities. Most insurance companies have both short and long term policies available. This insurance protects the owner in case a person(s) or property is damaged while another person or group or agency is using the property.

All users of School Board facilities must show a Certificate of Insurance with the Nassau County School Board being listed as an additional name insured. It is the responsibility of the Principal to verify that the certificate of insurance has coverage in the amount of

$300,000 combined single limit.

 Questions concerning the Use of Facilities and Equipment may be referred to:

Superintendent or designee Director of Business Services

491-9905

491-9861

|  |  |  |
| --- | --- | --- |
|  | **FEE SCHEDULE** |  |
|  | First 3 Hours (Minimum Fee) | Each Additional Hour (or portion of an hour) |
| Auditorium | $360 | $120 |
| Cafeteria | $210 | $ 70 |
| Classroom | $ 90 | $ 30 |
| Conference Room | $ 60 | $ 20 |
| Cafeteria/Multipurpose Room Combination | $420 | $140 |
| Gym | $240 | $ 80 |
| Gym Classroom/Dance Studio, etc. | $120 | $ 40 |
| Gym and Locker Room Facilities | $330 | $110 |
| Large Training Room | $150 | $ 50 |
| Locker Room Facilities | $ 90 | $ 30 |
| Media Center | $210 | $ 70 |
| Multipurpose Room | $210 | $ 70 |
| Office | $ 60 | $ 20 |
| Portable Classroom | $ 60 | $ 20 |
| Weight Room | $150 | $ 50 |

Custodial Services - Employee's hourly rate (including benefits) plus overtime, if applicable. Contact Business Services Office for correct amount. Must provide employee's name.

Food Service Worker - Employee's hourly rate (including benefits) plus overtime, if applicable. Contact Business Services Office for correct amount. Must provide employee's name. A Food Service worker must be present if the cafeteria kitchen is used.

 **Quick Reference Chart of Fees**

|  |  |  |
| --- | --- | --- |
| Non-profit, and the proceeds of this event are to be donated to school or district; a government agency; school-based committees and parent organized and sponsored groups (PTA, SAC, Scouts, 4-H, Boosters) specifically related to individual school. | A | Salary/benefits cost of school staff required to be on duty beyond regular hours. |
| Government or grant-funded partnerships which provide before or after school tutoring or enrichment programs for NCSD students. | B | Salary/benefits cost of school staff required to be on duty beyond regular hours. |
| Non- Non-profit, the proceeds, if any, of this event are to be retained by your group, and students are the main participants in your event. | C | Salary/benefits cost of school staff required to be on duty beyond regular hours |
| Non Non-profit, the proceeds, if any, of this event are to be retained by your group, and students are not the main participants in our event. | D | Facility Use Fees, and salary/benefits costs of school staff required to be on duty beyond regular hours. |

**APPLICATION FOR USE OF SCHOOL FACILITIES**

**OF THE SCHOOL BOARD OF NASSAU COUNTY, FLORIDA**

*FOUR COPIES OF THIS APPL/CATION MUST BE SUBMITTED TO THE SCHOOL PRINCIPAL.*

If approved, this application will be subject to the use agreement in the Use of School Facilities and Equipment handbook and to the charge(s) indicated below. An approved copy will be sent to the organization requesting the use of facilities.

Date of Application:

\_

(Must be 10 school days before use)

Date of Event: ------------

Name of School: -------------

Time Meeting Begins: a.m./p.m.

Will any admission be charged? Yes No Time Meeting Ends: a.m./p.m. Specify Name/Purpose of Event:

Organization Making Application:

Contact Name: Phone# Anticipated Attendance \_

Specific Area(s) to be used:

Special Circumstances:

**All users must attach a certificate of Insurance with coverage in the amount of $300,000 combined single limit. The School Board of Nassau County, 1201 Atlantic Avenue, Fernandina Beach, Florida 32034, must be listed on the insurance form as an additional name insured.**

I (person requesting permit), ,a citizen of the State of Florida and of the United States of America, and being employed by, an officer of, or representing

 , do hereby solemnly swear or affirm that I will support the

Constitution of the United States and of the State of Florida.

Signature: Telephone Number: \_ Address:

**Charges for Use of School Facilities: FEE**

Cafeteria Services: Employee

--

Hourly Rate\*

X Hours used =

(name)

Custodial Services: Employee Hourly Rate\*

(name)

Other: Employee Hourly Rate\*

(position) (name)

Facility Rental Fee:

(List Type - Minimum Fee: Three Hours)

X Hours used = X Hours used =

=

\*Hourly Rate including benefits as confirmed by the Business Services Office for the specific employee. **Total Charges** =

**NOTE: Before this permit becomes effective, it must bear, in the places indicated, the signature of the Superintendent or designee.**

 *I*

**Payment must accompany form.**

**Payment due before:**

(Date)

Approval: Principal Superintendent/Designee Revised July 13, 2023



**GatherGuard –Tenant/User Liability Insurance Program**

**What is GatherGuard?**

When an individual or organization rents a facility or venue for an event, GatherGuard provides low-cost general liability insurance. It protects both the user and the facility against claims by guests who may be injured as a result of attending the event. It’s an easy-to-use, fast method of ensuring most types of events including seminars, weddings and receptions, birthday parties and concerts.

.

**Purchasing Instructions**

A quote can be obtained from the GatherGuard website using one of two methods:

**Venue ID Codes**

* Visit GatherGuard Website at [gatherguard.com.](https://app.gatherguard.com/?f=4782) (https://app.gatherguard.com/?f=4781)
* Select Get a Quote and answer a few questions about your event
* Where prompted, enter the applicable venue ID code provided by your venue, or search for your venue by name and address
* Complete the application, preview certificate to make certain it meet rental/use agreement requirements and purchase coverage

**Direct Referral Link**

If your venue has provided you with a direct referral link:

* Copy and paste the referral URL into your browser. You will see a message that displays the referring organization’s
* Search for the location by Facility Name and Address, or venue code if one has been provided to you.
* Complete the application, preview certificate to make certain it meet rental/use agreement requirements and purchase coverage

Quoting system is supported by Chrome, Edge, Safari or Firefox Browsers. Costs are based upon the risk of the activity, days of the activity, the number of participants, and if there are any special requirements. Coverage is bound by making the premium payment online. *Note, the only form of payment is by credit card.* Once payment is processed, all policy documents will generate, including Certificate of Insurance with venue information.

**Customer Service is available to answer any questions at 844-747-6240, Monday through Friday, from 8:00 am to 8:00 pm Eastern Time.**

**PREMIUM**

The premium paid by each district is a deposit premium. The insurance company will determine the final premium by auditing the actual use of this policy. The district will keep the fees collected by the district from the User Groups. If the district's use of this policy exceeds the deposit premium the district will be billed for this additional premium. The fees collected should help to offset any additional premium that you may be billed for.

**REPORTING**

The application for coverage under the facilities use/special events liability coverage program **MUST** be received by the Gallagher Risk Management office **5 working days prior to the date of the event** in order for coverages to be bound by the insurance company.

**ALTERNATIVE TO THIS PROGRAM**

**Certificate of Insurance.** Some users of school district facilities will be able or may choose to provide the school district with a Certificate of Insurance. If a Certificate of Insurance is to be used it should- have the following coverage limits, terms and conditions. (If **a Certificate of Insurance is used then the Facilities Use Coverage Reporting Form does not need to be completed.)**

**Liability (minimum) Limits**

$300,000 combined single limit (CSL)

Liability should cover Comprehensive General Liability and Contractual Liability.

**Terms and Conditions**

* 1. The School District must be stated on the certificate as an **ADDITIONAL INSURED.**

(other governmental agencies are not required to list the School District as an additional insured.)

* 1. The specific group, activity and function(s) date should be spelled out on the Certificate. EXAMPLE: Swing-Yo-Partner Dance Club. Square Dance. July 3, 2005.

**LIMITATION OF A CERTIFICATE OF INSURANCE**

A Certificate of Insurance gives evidence of insurance at the time the Certificate is issued - it is not a contract, nor does it give the additional insured (school district) any other benefits.

Please direct any questions or correspondence to: Ann Mullen, Client Service ManagerGallagher Risk Management

200 S. Orange Avenue, Suite 750

Orlando, FL 32801

Ann Mullen :Ann\_Mullen@ajg.com