

## REQUEST FOR TEMPORARY USE OF SCHOOL FACILITIES

### SECTION I: TO BE COMPLETED BY ORGANIZATION REQUESTING TO USE FACILITIES

Pursuant to School Board Policies, application is hereby made and permission requested for the temporary use of school facilities.

Name of organization requesting use: Munson Alumni  
Name of School: Munson Ele. Facility to be used: Campus and Buildings  
Date of use: OCTOBER 20th or 27th 2012 Time of use: From: 10:AM To: 3:PM  
Purpose of use: Reunion of former students

Any organization or individual requesting to use school facilities or school property for any activity hereby agrees and acknowledges the following agreement:

The undersigned agent for the aforementioned organization (hereinafter collectively referred to as "Indemnitors"), for and in consideration of the undertaking of the school facilities agree to provide security and assistance while using the school facilities, and for other good and valuable consideration, the receipt and sufficiency whereof is hereby acknowledged by Indemnitors, do hereby jointly and severally covenant, undertake and agree that they, and each of them, will indemnify and hold harmless (without limit as to amount) the Santa Rosa County School Board and its officials, officers, employees and servants in their official capacity (hereinafter collectively referred to as "Indemnitees"), and any of them from and against all loss, all risk of loss and all damage (including expense) sustained or incurred because of or by reason of any and all claims, demands, suits, actions, judgments and executions for damages of any and every kind and by whomever and whenever made or obtained, allegedly caused by, arising out of or relating in any manner to the facility and or activity, and to protect and defend Indemnitees, and any of them, with respect thereto. Indemnitors shall adhere to facility use regulations and procedures, School Board policy, and applicable state and federal laws regarding use of school facilities, equipment or property.

Indemnitors agree to provide proof of liability insurance coverage in at least the amount of \$1,000,000 per occurrence. Facilities use liability insurance may be purchased by the Indemnitors through the Florida School Board Insurance Trust and Western Heritage Insurance Company. Applications and fee schedules are available in the Risk Management office at the Administrative Complex on Canal Street in Milton.

School Board Policy 9.30 prohibits:

- the use of school facilities by individuals or groups for a commercial purpose or private gain except where a special service is rendered to pupils or a fee is paid as established by the School Board and the school and approval is granted by the School Board.
- the use of school facilities by any person or group sponsoring activities involving the consumption of alcoholic beverages, gambling activities, or the use of drugs.
- the use of tobacco products in any form in any district owned facility or property.

The person or group sponsoring activities shall arrange with the facility manager/principal for custodial clean-up and such person or group shall be responsible for the cost.

Signature of Authorized Representative of Organization: Vicky Fleming Bauldree  
Printed Name: Vicky Fleming Bauldree Title: Committee Chairman  
Phone Number: 850-675-0158 / 850-736-0946 Date: 7/12/12

### SECTION II: TO BE COMPLETED BY FACILITY MANAGER/PRINCIPAL

- A. ☐ I recommend the above organization be authorized to use the facilities as requested.  
☐ I do not recommend authorization to use the facilities as requested.
- B. ☐ Proof of liability insurance coverage attached (\$1,000,000 minimum).  
*\*Liability coverage is available to purchase through an established vendor. Information on how to purchase coverage may be obtained from the Site Administrator or the Risk Management office.*
- C. ☐ Daily facility use fee of \$75 attached (\$75 unless additional charges deemed necessary to defray costs).  
☐ Exempt from facility use fee for the following reason:  
☐ Request for use of exterior grounds only; no utilities required  
☐ Non-profit organization serving youth through programs that lead to positive youth growth and development (ie. Scouts, Youth Sport Associations, YMCA, etc.)  
☐ Non-profit community service organizations that help and serve members of the local community (ie. American Cancer Society, United Way, Optimist Club, etc.)

Signature of Facility Manager/Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Return facilities use form to Risk Management to validate liability coverage requirements. \_\_\_\_\_

The above request and agreement approved by Santa Rosa County School Board on: \_\_\_\_\_