

Santa Rosa County District Schools

Special Event/Facilities Use Request Guidelines Packet:

COMMUNITY GROUPS

(e.g., Church, Boy/Girl Scouts Meetings, Sheriff's Department K-9 Trials)

Throughout the year, community organizations may request the use of a School Board property, and special events may be organized on district grounds for fundraising or other functions pre-approved by the district.

Community Organizations (non-school affiliated)

The sponsoring organization must first coordinate the facility use and special event (if applicable) with the School Principal or site-based administrator. The organization must confirm with the school that the date, location, and appropriate personnel (if applicable) are available.

Facility Use Forms must be completed and submitted to the school, signed by the Principal, and then received by Risk Management for review by the District at least fourteen (14) days prior to the Facility Use. If the group is also hosting a special event, they will need to follow the guidelines in this packet, and the process should begin at least eight (8) weeks prior to the event.

The sponsoring organization must include a Certificate of Insurance meeting the requirements on the Facilities Use Form. Facilities Use/Special Event requests may be accepted/rejected at the sole discretion of the District.

- Approval for the event must begin with the Site Administrator to begin the process.
- Follow Facility Use Agreement (FUA) process.
- Meet FUA Insurance requirements and, when appropriate, secure additional special event policy per requirements of group's insurance carrier or event liability needs.
- Organizations should follow the guidelines contained herein.

<u>Community Organization Submittal Checklist</u> (additional information may be required)
<input type="checkbox"/> Completed Facilities Use Request Form

https://srcsdriskmanagement.weebly.com/uploads/7/1/9/7/71972161/902401_request_for_temporary_use_of_school_facilities.pdf

- ☐ Certificate of Insurance from Sponsoring Organization listing Santa Rosa County School Board as the additional insured AND certificate holder
- ☐ Read and agree to Communication Organization Guidelines

COMMUNITY ORGANIZATION GUIDELINES	
1.	No Alcohol: Alcohol may not be sold, consumed, or marketed in any way while on District grounds.
2.	Glass Units: Selling or distributing of glass units is prohibited.
3.	Local Rules, Regulations, and Laws: All Outside Vendors (e.g., food truck) shall be in compliance with all applicable local laws, and regulations.
4.	Fire Codes: Community Organization and any Outside Vendor shall be in compliance with all applicable Florida Fire Prevention Codes and all applicable National Fire Protection Codes and Standards.
5.	Health and Other Applicable Codes: Community Organization and any Outside Vendor shall be in compliance with all Health Codes and other applicable regulatory codes.
6.	Commercial General Liability: A certificate of insurance with a minimum of \$1,000,000 per occurrence. The Santa Rosa County School Board shall be listed as a certificate holder and as an additional insured.
7.	Parking: Community Organization and any Outside Vendor shall not interfere with required handicap parking, parking (staff/visitor/student), loading and unloading spaces, or the vehicular access to those spaces required for the operation of the school.
8.	Landscaping and Storm Water Systems: Community Organization and any Outside Vendor shall not block, damage, or interfere with landscaping, buffers, or storm water draining systems on School Board property.
9.	Fire Lanes: Community Organization and any Outside Vendor shall not interfere with or block fire lanes on School Board property.
ADDITIONAL REQUIREMENTS FOR OUTSIDE VENDORS SELLING FOOD	
10.	Electrical and/or Plumbing Equipment: All connections and installations are code compliant.
11.	Vehicle Registration/Tag: Food Trucks and/or trailers must have current vehicle registration and tag.
12.	Placement of Food Trucks: Food Trucks shall be placed in a location determined and authorized by the District representative, with consideration of leaking fluids that may burn or contaminate the ground.
13.	Breakdown of Equipment: Community Organization or any Outside Vendor must have a plan in place in the event of equipment failure that covers the removal of all equipment from District property within three (3) hours from the end of event. Outside Vendor units shall not remain on District grounds overnight or when not in use for Special Event.
14.	Discharging of Fat, Oil, Grease, or Waste: Community Organization or any Outside Vendor shall be prohibited from discharging fat, oil, grease, or wastewater into the school's sanitary sewer system. Waste shall be properly stored and disposed of at a properly designated location—not the school site.