

SCHOOL BOARD OF HAMILTON COUNTY, FLORIDA

RENTAL PROCEDURES

The following steps must be taken in order to secure the use of property with the Hamilton County School System.

1. The person representing the organization or group requesting use of property must contact the Principal/Cost Center Supervisor where the property is located and obtain a Rental of Facilities Information package.
2. The representative must complete the appropriate section of the Facilities Rental Form and return it to the Principal/Cost Center Supervisor.
3. The Principal/Cost Center Supervisor will approve or disapprove the request.
4. If the request is approved, the Principal/Cost Center Supervisor will require the damage deposit(s) and rental fee(s), which **may** include personnel charges to be made. The Facilities Agreement must be signed and dated.
5. The completed Facilities Rental Form and Facilities Agreement must be forwarded to the Community Education Coordinator ***ten days prior to the scheduled event.***
6. The Community Education Coordinator will forward the completed Facilities Rental Form and Facilities Agreement to the Risk Management Coordinator.

Facilities Contact Person

Schools

Central Hamilton Elementary
Betty Sumner, 792-6531

Greenwood School
Casi Burnett, 792-6591

Hamilton County High School
Maceo Howell, 792-6541

North Hamilton Elementary
Lee Wetherington-Zamora, 938-1401

South Hamilton Elementary
Waylon Bush, 397-4401

Other Facilities

J.R.E. Lee Complex and School Board Administration
Philip Pinello, 792-6572

General Services
Frederick Robinson, 792-6581

Old High School Athletic Facilities
Old HCHS Softball field
Old HCHS Baseball field
Old HCHS Parking Lot
Old HCHS Restrooms
Old HCHS Football field
Old HCHS Gymnasium
Old HCHS Concession Stand
Betty Sumner, 792-6531

**SCHOOL BOARD OF HAMILTON COUNTY, FLORIDA
RENTAL OF FACILITIES AND EQUIPMENT FEES**

Facility/Equipment	Damage Deposit	Single Event Rental Fees
Auditorium - NHE, SHE, Central	\$500.00	\$250.00/Base plus \$25.00 per hour
Auditorium - High School (See item #3)	\$750.00	\$250.00/Base plus \$25.00 per hour
Cafeterias without Kitchen(Excluding High School)	\$500.00	\$ 50.00/Base plus \$15.50 per hour
Cafeterias with Kitchen (Excluding High School)	\$500.00	\$ 75.00/Base plus \$26.00 per hour
Gymnasiums (Excluding High School)	\$500.00	\$ 50.00 per hour
Individual Rooms (Excluding High School)	\$500.00	\$ 20.00 per hour (minimum 2 hours)
Old Stadium / Athletic Fields (Excluding New High School)	\$500.00	Lighted: \$75.00 per hour Non-lighted: \$225.00 per day

1. All rental activities must be supervised by an approved employee of the site.
2. Kitchens must be supervised by an approved food service employee of the site.
3. If the sound system is used, an authorized employee of that school site must be contracted to operate the system.
4. A walk through must be completed before and after rental by the site supervisor or designee, noting any areas of concerns or damages.
5. No group or organization will be allowed to rent the facilities if they are charging an admission or accepting a donation.
6. The Superintendent has the discretion to waive this rental under such terms and conditions the Superintendent sets.

The required \$500.00/\$750.00 damage deposit is the deductible amount that will be assessed per occurrence to the Hamilton County School Board.

The damage deposit will be retained until after inspection by the Principal/Cost Center Supervisor or his/her designee.

**HAMILTON SCHOOL BOARD
FACILITIES AGREEMENT**

1. The undersigned organization and Hamilton School Board hereby acknowledge that application has been made by the organization for the use of School Board facilities as described in the application dated _____. The Hamilton School Board is willing to rent to the organization the use of school facilities in accordance with the terms set forth herein, as well as in accordance with school board policies.
2. It is understood and agreed that no alterations to electrical systems, ancillary components or any part of the facilities will be made, and the organization will assume any personal liability and responsibility for damages incurred. The organization shall hold harmless and indemnify the school board, its agents, servants and employees from any and all liability and damages of every kind and sort including, but not limited to, attorney fees and other costs of responding to or defending any claims or litigation which may occur because of the use of the premises or any action or inaction of the organization, or any of its agents, servants and employees. The principal or administrator of the participating facility shall have the final recommending authority on any rental agreement. Any additional usage of facilities beyond agreed time will have to be compensated for.
3. The use of alcohol/drugs or any illegal activities on Hamilton School Board property is strictly prohibited.
4. The facility must be used for the purpose as rented.
5. I have received a copy of and understand all policies governing the use of school facilities.



Name of Organization

Date

Signature of Authorized Person

Office or Position

Return signed form to appropriate facility principal ten (10) days before date of the activity.

**PANHANDLE AREA EDUCATIONAL CONSORTIUM
FACILITIES USE EVENT NOTIFICATION FORM FOR LIABILITY INSURANCE**

Today's Date: _____

School District: _____

Location of Event: _____

Organization Leasing Facility: _____

Event Description: _____

of Attendees: _____

of Rehearsals: _____

Date/Time of Event: _____

Event Charge: _____

-
- All charges are flat charges per event (see below).
 - Multiple dates above need to be shown on separate lines with charges.
 - More than one rehearsal per event must be reported to company for pricing and approval.
 - Music events other than recitals will need prior approval.
 - Meetings/athletic games: one-time event is subject to attendance charges below.
-

Flat Charges (Attendance)

1-50 attendees: \$ 70.00
51-100 attendees: \$105.00
101-150 attendees: \$145.00
151-200 attendees: \$200.00
200+ attendees: Submission to PAEC for pricing/approval

- I. Meetings: Seasonal or Annual (multiple events/same group/max 25 attendees)
\$23.00/meeting subject to \$70.00 minimum charge
Example: 4 meetings x \$23.00/meeting = \$92.00
- II. Athletic Games: Seasonal or Annual (multiple events/ same group/max 100 attendees)
\$29.00/game subject to \$230.00 minimum charge; 101-200 attendees,
\$41/game subject to \$317.00 minimum charge)
Example: 8 games x \$29.00/game = \$232.00

District Representative Signature: _____

Organization Representative Signature: _____

