

HERNANDO COUNTY SCHOOL DISTRICT Application For Use of School Building Facilities

THREE COPIES of this application and the fees must be submitted to the School Principal, at least fifteen (15) working days prior to requested use.

If approved, this application will be subject to the use agreement attached to this form and to the charges indicated below. An approved copy will be sent to the organization requesting the use of building facilities after approval.

Date of Application _____ (Must be 15 days before requested date) Date(s) of Use _____

Name of School _____ Day(s) of week _____

Will there be any admission or fee charged? Time Use Time Use
 Yes No Begins _____ Ends _____

Is organization a 501(c)(3)? Yes No If yes, attach copy of IRS determination letter. If previously provided reference the date.

Specify purpose of facility use _____

Name of organization making application _____

Name of President _____ Phone No. _____

Name of Secretary _____ Phone No. _____

Name of person to be in charge of facility rental: _____ Phone No. _____

Anticipated Attendance _____ When was local organization formed _____

Special Requests (equipment, arrangements, etc.) _____

Check space(s) needed: Classrooms _____ (Specify Number) Media Center/Library Cafeteria Gym Outdoor Courts
 Multi-purpose Room Stadium Theater Stadium/Field Lights _____
 Other (specify) _____

Signature _____ Phone No. () _____
Area Code

Address _____
Street & Number City State Zip

Operating Fees (See Fee Guidelines)	\$	
Insurance	\$	*
Technical Crew	\$	
Labor Fee:		
_____ hours @ \$25.00 (custodial) ☆	\$	
_____ hours @ \$25.00 (utilities) ☆	\$	
Supervision Fee	\$	
Other _____	\$	
(Specify)		
SUB-TOTAL	\$	
6.5% sales tax	\$	
TOTAL	\$	
Security Deposit	\$	

All payments must be made by check payable to the Hernando County School District. Payment must be made in advance. Checks will be presented to the Principal for transmittal to the Finance Department with this application.

*The Insurance charge must be paid unless the Certificate of Insurance is attached to this application. This charge cannot be waived.

☆This amount includes employee's salary, fringe benefits, and related payroll processing costs and **DOES NOT REPRESENT ACTUAL PAYMENT AMOUNT.** Also IRS regulations require that payments be handled by the Hernando County School District and **NO PAYMENTS ARE TO BE MADE DIRECTLY TO THE EMPLOYEE(S) BY THE APPLICANT.**

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

Approved by _____
Signature of Principal Signature of Superintendent or Designee

Acknowledged by _____
Athletic Director (if applicable) Date of Approval

Processed by: Finance Department

TO BE COMPLETED BY SCHOOL ADMINISTRATOR PRIOR TO SUBMITTING APPLICATION FOR APPROVAL:

<input type="checkbox"/> Agreement form signed _____	Insurance fee paid _____
Date Received by	Date Received by
<input type="checkbox"/> Payment received _____	Certificate obtained _____
Date Received by	Date Received by