

Checklist for Agreement for the Use of School Facilities

Best Practice

Before initiating an **Agreement for the Use of School Facilities** review the information found in the Internal Accounts Procedure Manual. Allow one month prior to the start of the activity for processing.

1. The **Agreement for the Use of School Facilities** is located in IDEAS/District/Business News/Procurement/Agreement for Use of Facilities folder.
2. Insert the appropriate information in the required areas designated in red. Tab to the next area and repeat until all areas have been addressed.
3. Obtain Certificate of Liability insurance.
4. Provide the vendor's legal name.
5. Obtain all required signatures on the Agreement for the Use of School Facilities form.
6. Retain a site copy (for auditing purposes) of all submittals.
7. Provide a copy to the organization.

Checklist for the Facilities Usage and Rental Fee Worksheet

Best Practice

Before initiating a **Facilities Usage and Rental Fee Worksheet** review the information found in the Internal Accounts Procedure Manual. Allow one month prior to the start of the activity for processing.

1. The **Facilities Usage and Rental Fee Worksheet** is located in IDEAS/District/Business News/Procurement/Agreement for Use of Facilities folder.
2. Begin by reading the instructions on the left side of the form.
3. Enter the site number in the green box at the top of the form, which will automatically populate the next three lines.
4. Follow the instructions in the Internal Accounts Procedures Manual, if a waiver is necessary.
5. Determine the electrical and personal fees (minimum of 4 hours). Exception: PTA after school programs is a (minimum 2 hours).
6. Obtain all required signatures on the Facilities Usage and Rental Fee Worksheet.
7. Obtain sales tax exemption certificate if applicable.
8. Retain a site copy (for auditing purposes) of all submittals.

Send original, signed facilities packet to the Area Superintendent for approval, they will forward to Procurement Services.

Include all applicable documents in the signed facilities packet:

Please do not submit forms that are handwritten

- Agreement for the Use of Facilities
- Facilities Usage and Rental Fee Worksheet
- Sales tax exemption certificate, if applicable.
- Certificate of Liability Insurance (The School Board of Hillsborough County, Florida must be listed as an additional insured and as a certificate holder.)