

INSTRUCTIONS/CHECKLIST FOR RENTERS OF SCHOOL FACILITIES

Completed

1. The event, date and time must be approved by the school principal.
2. An executed Facility Use Application Form must be submitted to the school principal at least **ten (10) working days** in advance of the event.
3. All users must either purchase insurance through the Panhandle Area Educational Consortium's program <https://tulip.onebeaconentertainment.com/e/tulip/apply.aspx> (TULIP) or provide a Certificate of Insurance which must include general liability with a minimum limit of \$1,000,000.00. The Certificate of Insurance must name Calhoun County School Board as a certificate holder. Proof of insurance must be provided at least **seven (7) working days** in advance of use.
4. A non-refundable deposit of 50% of the estimated rental fee from the Rental Fee Schedule will be charged at the time of reservation of the facilities. The remainder of the facility use fee is to be paid within five (5) days of the usage. The payment should be made out to the Calhoun County School Board and given to the school. Notification of cancellation of a rental request by the renter must be submitted to the school at least 48 hours in advance.
5. A school employee designated by the principal or designee must be present for all activities including, but not limited to, set up and rehearsals. Additional personnel may be required for use of auditoriums and gymnasiums. At least one district food service employee must be present whenever food service facilities are used. The charge for these employees will be paid by the renter.
6. All items belonging to the renters must be removed immediately after the event. In no case are they to be left until the next day.

TENANT USER LIABILITY INSURANCE POLICY (TULIP)

1. Log onto <https://tulip.onebeaconentertainment.com/e/tulip/apply.aspx>
2. Enter the Venue ID code: GNTI-A0U.
3. Click on “Go”. The Calhoun County School Board address will appear at the bottom.
4. Click “Next”.
5. From dropdown box select your type of event and proceed with required information.
6. Click on “Get Quote” and proceed with tenant user and contact information.
7. Click “Next”, review information and check the ‘agree’ and ‘accept’ boxes at the bottom.
8. Click “Complete” then proceed to the ‘make payment’ section. Note the only form of payment is by credit card.
9. You will receive an e-mail copy of your invoice and a Certificate of Liability Insurance. A copy of both must be provided to the school.

**CALHOUN COUNTY SCHOOL BOARD
FACILITY USE APPLICATION FORM**

TO BE COMPLETED BY THE USER OF FACILITIES:

Name of User: _____ Phone #: _____

Representative: _____ Phone #: _____

Facility Requested: _____

Date (s) Requested: _____ Beginning Time: _____ Ending Time: _____

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Date (s) Requested: _____ Beginning Time: _____ Ending Time: _____

Describe the event to be held on School Board property:

Is this event non-profit? Yes No

Exception/Exemption Category: _____

Users must agree to the following conditions before their request can be considered:

The _____ agrees to:
(Name of User)

1. Hold the Calhoun County School Board harmless and indemnify it against all claims for liability, property damage, accidents or injury which may arise or occur by reason of use of school facilities. Agree to hold harmless and reimburse the School Board for any vandalism or damage that occurs as a result of the facility being used.
2. Provide a certificate of insurance **naming the Calhoun County School Board as additional Insured** for the activity with a minimum amount of \$1,000,000 general liability coverage or purchase coverage from the Tenant User Liability Insurance Policy (TULIP).
3. A 50% non-refundable deposit of the estimated rental fee is due at the time of reservation of the facilities. The remainder of the usage fees must be paid within five (5) days of the usage. **(See Facility Use Fee Schedule on back)**

Signature of Representative

Date

Principal's signature acknowledging the activity is approved and will not interfere with regular school activities.

Signature of Principal

Date

SEE FEE SCHEDULE ON BACK OF FORM FOR FEES CHARGED BY CALHOUN COUNTY SCHOOL BOARD FOR USE OF FACILITIES. PRINCIPAL MUST SIGN AND TURN FORM IN TO THE DISTRICT OFFICE.

Facility	Amount Charged	Estimated Cost
Auditorium	\$50 per hour (rehearsals charged at same rate). Maximum charge of \$500 per day.	
Gym, Fields, Or Lunchroom	\$50 per hour	
Classroom	\$25 per hour	
Custodial, Lunchroom, or Sound Personnel	\$30 per hour (2 hour minimum)	

Insurance and fees for custodial, lunchroom and/or sound personnel will be in addition to the rental fees.

Notification of cancellation of a rental request by the renter must be submitted to the school at least 48 hours in advance.