



SCHOOL FACILITIES LEASE AGREEMENT

THIS LEASE, entered into this _____ day of _____, 20____, by and between the School District of Collier County, Florida, hereinafter referred to as the District, and _____, herein after referred to as the User.

WITNESSETH: The parties to this lease have agreed that the following terms and conditions shall be applicable to the lease of any of the District facilities described herein.

1. School Board Policy No. 7510 as amended and the implementing procedure (see attached) shall be incorporated by reference into this lease, and the parties agree to be bound by the terms and conditions found herein.
2. The following information is presented by the User in order to obtain the requested facilities and the User affirms that said facts are true and correct to the best of its knowledge and belief:

Name of School: _____	Is meeting free to public: _____
Dates Requested: _____	What price is charged to attend: _____
Number of Meetings: _____	Name of User's President: _____
Hours of Use: _____	Phone Number of User's President: _____
(Please use hours: Example 4 p.m. to 6 p.m.)	Name of User's Treasurer: _____
Anticipated Attendance: _____	Phone Number of User's Treasurer: _____
Purpose of Use: _____	Users Email Address: _____
Furnishings or Special Preparations Needed: _____	

Please Check (x) Facilities Needed:

- | | | |
|---|---|--|
| <input type="checkbox"/> Classroom - Room #'s _____ | <input type="checkbox"/> Auditorium (All High Schools | <input type="checkbox"/> Football/Soccer/Track (no lights) |
| <input type="checkbox"/> Cafeteria/Multi-Purpose Room | except Gulf Coast) | <input type="checkbox"/> Football/Soccer/Track (with lights) |
| <input type="checkbox"/> Small Multi-Purpose Room | <input type="checkbox"/> Auditorium (Gulf Coast High) | <input type="checkbox"/> Softball/Baseball Field (no lights) |
| <input type="checkbox"/> Media Center | <input type="checkbox"/> Ad Center Board Room | <input type="checkbox"/> Softball/Baseball Field (with lights) |
| <input type="checkbox"/> Gymnasium (Middle School) | <input type="checkbox"/> Ad Center Training Room | <input type="checkbox"/> Practice Field |
| <input type="checkbox"/> Gymnasium (High School) | | |

User is a corporation, association, or entity lawfully authorized to enter into this lease agreement. User further agrees that it will use the premises in an appropriate manner consistent with applicable laws, State Board of Education Rules, the policies and procedures of the District School Board of Collier County School Board and the directions of the facilities administrator in charge of the facilities being leased. User is responsible for compliance by all persons covered by this lease with Florida State Statutes #1012.465.

NOTE: Automated External Defibrillator (AED) may not be available during non-school hours.

PRINT NAME	ADDRESS	CITY/STATE	ZIP	PHONE NUMBER
User Signature	Principal or Designee	Superintendent or Designee		

Before this lease becomes effective, it must bear the designated signatures of all parties, including the Superintendent or Designee.

(To be filled out by Principal or Designee) Emergency Contact during event: Name: _____ Phone #: _____

ALL leases expire June 30th.
Continuous leases MUST be renewed prior to June 1.

- Please Attach:
- Certificate of Liability Insurance
 - Tax Exemption Certificate (if applicable)
 - One of the following methods of demonstrating non-profit status:
 - 1) Consumer's Certificate of Exemption with Category 501(c)3 Organization Exemption;
 - 2) Active registration under Sunbiz.org
 - Category "C1", "C2" or "C3" Form (if applicable)
 - Crowd Manager Certification or Waiver Form

(APPLICANTS, please do not write below this line)

ALL PAYMENTS MUST BE MADE IN ADVANCE

Rental Fee Number of Uses _____ x \$ _____ per use = Total Rental Fee _____	
Sales Tax of Tax Exempt I.D. # _____ = Total Sales Tax _____	
Deposits _____ = Total Deposits _____	
Additional Charges _____ = Total Other Fees _____	
Other Special Fees _____ = Total Special Fees _____	
Check # _____ = Total _____	
Grand Total _____	