

**APPLICATION FOR USE OF SCHOOL FACILITIES
OF THE SCHOOL BOARD OF NASSAU COUNTY, FLORIDA**

FOUR COPIES OF THIS APPLICATION MUST BE SUBMITTED TO THE SCHOOL PRINCIPAL.

If approved, this application will be subject to the use agreement in the Use of School Facilities and Equipment handbook and to the charge(s) indicated below. An approved copy will be sent to the organization requesting the use of facilities.

Date of Application: _____ Date of Event: _____
(Must be 10 school days before use)

Name of School: _____ Time Meeting Begins: _____ a.m./p.m.

Will any admission be charged? Yes ____ No ____ Time Meeting Ends: _____ a.m./p.m.

Specify Name/Purpose of Event: _____

Organization Making Application: _____

Contact Name: _____ Phone # _____ Anticipated Attendance _____

Specific Area(s) to be used: _____

Special Circumstances: _____

All users must attach a certificate of Insurance with coverage in the amount of \$100,000.00 per person, \$200,000.00 per occurrence, and \$50,000.00 property. The School Board of Nassau County, 1201 Atlantic Avenue, Fernandina Beach, Florida 32034, must be listed on the insurance form as an additional name insured.

I (person requesting permit), _____, a citizen of the State of Florida and of the United States of America, and being employed by, an officer of, or representing _____, do hereby solemnly swear or affirm that I will support the Constitution of the United States and of the State of Florida.

Signature: _____ Telephone Number: _____

Address: _____

Charges for Use of School Facilities:	FEE
Cafeteria Services: Employee _____ Hourly Rate* _____ X Hours used _____ = _____ (name)	
Custodial Services: Employee _____ Hourly Rate* _____ X Hours used _____ = _____ (name)	
Other: _____ Employee _____ Hourly Rate* _____ X Hours used _____ = _____ (position) (name)	
Facility Rental Fee: _____ = _____ (List Type – Minimum Fee: Three Hours)	

*Hourly Rate including benefits as confirmed by the Business Services Office for the specific employee. **Total Charges =** _____

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

Payment must accompany form.

Payment due before: _____
(Date)

Approval: Principal _____ Superintendent/Designee _____