

EIGHT STEPS TO LEASE A SCHOOL FACILITY

1. Contact the School

Call the school and ask to speak to the school representative who handles facility leases. School staff will determine if the school is available on the dates & times you are requesting. You should consider visiting the school to look at the facilities you are interested in leasing.

2. School will start the Lease Process

Give the school representative the correct information (dates & times, etc) for your facility lease. Please include an e-mail address and a physical mailing address **other than a P.O. Box**. The school district will not approve a lease with only a P.O. Box listed. You or the authorized representative of your organization will be required to sign the lease.

3. Provide Proof of Insurance

At the time you sign the lease you must provide a certificate that evidences proof of broad form commercial general liability insurance in the minimum amount of \$1,000,000 for the entire duration of the lease. The certificate must name the School Board of Pinellas County, Florida, as an additional insured. The certificate must also name the School District's Real Estate Department as certificate holder.

4. Provide Proof of a 501(c)(3) or Sales-Tax Exemption, if Applicable

If you are claiming non-profit status or sales-tax exemption, you must provide a copy of your 501(c)(3) status or current Florida Sales Tax Exemption Form at the time you sign the lease. The 501(c)(3) form is issued by the I.R.S. and the Sales Tax Exemption form is issued by Florida Department of Revenue.

5. Allow Sufficient Time

Remember that the school's first priority is the education of students and that certain times of the school year are busier than others, so advise the school of your interest well ahead of time. School staff will respond to your request in as timely a manner as possible. The lease and accompanying certificates must be received by the Real Estate Department at least 10-working days prior to your proposed first use date or the lease will not be approved.

6. Your Use Must Be Approved by the School District

The School District's Real Estate Department will review all documentation and will advise you and the school if:

- (1) the lease is approved
- (2) the lease is disapproved
- (3) additional information is required.

7. Pay the School

You will need to pay the school the rental fee prior to your first use of the facility. Checks should be made payable to the school.

8. Coordinate Your Activities With School Representatives

Once your lease is approved, every effort will be made to accommodate your activity. School staff reserves the right to cease or reschedule your use if it is felt that your use may cause disruption of, or interference with, the educational process at the facility, or if your use of the school may be detrimental to individuals or the condition of premises or fields.