

FREQUENTLY ASKED QUESTIONS

Q: *Can school facilities be leased?*

A: Yes. The School Board has developed policies and procedures to make school facilities available to the public. Please bear in mind that some activities are not appropriate for public K-12 school facilities; for instance, smoking and alcoholic beverages are absolutely prohibited within school buildings and on school grounds.

Q: *Is there a cost?*

A: Sometimes. A facility use that is school related and meets certain criteria is not charged. A facility use that is not school related will usually pay lease fees; the amount varies depending on a number of factors; such as, type of activity, charges to participants or spectators, facilities used, and dates & times of use.

Q: *Who do I contact if I'm interested in leasing a school facility?*

A: If you have general questions, call the School District's Real Estate Department at (727) 547-7137. For specific questions such as school availability, 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 requested. 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 contact the school well ahead of time. You might consider scheduling an appointment at the school at which time you can also view the facilities you are interested in leasing.

Q: *What's the paperwork required to lease a school facility?*

A: All renters of school facilities must enter into a lease agreement and provide proof of liability insurance with limits of at least \$1,000,000. Your insurance agent should be able to provide you with an appropriate certificate of insurance. In addition, renters claiming 501(c)(3) non-profit status or sales-tax exemption must provide a copy of a current I.R.S. Tax Exempt Form or Florida Sales Tax Exemption Form.