

IMPORTANT REMINDERS FOR INDIVIDUALS OR ORGANIZATIONS LEASING SCHOOL BOARD FACILITIES

Individuals or organizations leasing School Board facilities must comply with the Terms and Conditions of the Facility Lease (PCS Form 3-2726), School Board policy, and requests by the principal or the principal's designee. If you have any questions, refer to the lease or contact the administrative staff of the facility you are renting.

Below are some important reminders:

- Payment for use of the facility must be made payable to the school and delivered to the school in advance.
- Any lease activity may be canceled at any time if you do not comply with the terms and conditions of the lease; or if school administration feels that your use of the facility may disrupt or interfere with the educational process at the facility or may cause damage to the facility or possible injury to any individual(s).
- Smoking, including electronic cigarettes, is prohibited anywhere on School Board property. This includes both inside and outside facilities. You must advise your participants and invitees of this rule.
- Alcoholic beverages are prohibited on School Board property.
- Any advertising or promotional material – other than by school or student-related groups – that refers to the school or school address shall contain the following statement: “The School Board of Pinellas County, Florida, is neither sponsoring nor affiliated with this event”.