



BRADFORD COUNTY SCHOOL DISTRICT FACILITY RENTAL INFORMATION

1. Contact the school and see what dates the facility is available.
This step **will NOT** reserve the facility for your use so you may want to select several possible dates.
 - a. For BHS auditorium - the contact person is AP Chris Coffey
Chris Coffey contact information:
coffey.chris@mybradford.us or 904-966-6080
*There is an additional charge for a BCSD employee to work the sound
 - b. For athletic facilities the contact person is AD Lamar Waters
Lamar Waters contact information:
waters.lamar@mybradford.us or 904-966-6098
 - c. For all other facilities, contact the school site directly.
 - d. Facility Rental Fee Schedule & Football Field Rental Fees
2. Complete the **rental form**:
 - a. Janitorial fees and insurance are required for ALL rentals.
 - b. Rental Fees
 - c. Liability and Insurance Coverage- Each organization utilizing school facilities shall hold the school board harmless from any liability. Provide general liability insurance in the amount of at least \$1 million dollars naming the School Board as "Additional Insured" and execute a form of indemnity agreement.
 - i. **NEFEC Insurance** may be purchased a minimum of 2 weeks in advance of the event. Contact Jeana Thompson in the Assistant Superintendent's Office at 966-6010.
 - ii. Or you may purchase insurance through **TULIP**.
 - iii. Event Day insurance may be purchased by third party insurance vendors.
3. Return completed rental form to **Lila Sellars in the Superintendent's Office** to verify insurance. The form will then be sent to the school and once the deposit/rental amount is received the facility will be reserved. contact information:
Lila Sellars 904-966-6018 or FAX 904-966-6030 email: Sellars.lila@mybradford.us



FACILITY RENTAL FEE SCHEDULE

RENTAL LOCATION	(4 HOUR) BASE FEE	ADDITIONAL HOUR
Classroom	\$20	\$5
Starke Classroom	\$40	\$10
Cafeteria-Dining Room Only	\$50	\$12.50
Starke Elementary Cafeteria-Dining Only	\$100	\$25
Cafeteria-Dining Room & Kitchen	\$100	\$25
Starke Cafeteria-Dining & Kitchen	\$200	\$50
Multipurpose Room	\$30	\$7.50
Starke Multipurpose	\$60	\$15
BHS Auditorium with basic lights only	\$150	\$37.50
BHS Auditorium with sound (Hourly rate of trained Employee)	\$282	\$70.50
BHS Football Field Only	25% of gate admissions, with a minimum of \$500.00 for a four hour event See back of page for full details of rental	\$125.00
BHS Football Field with Press Box-Lights	See back of page	
BHS or BMS Gym	\$100	\$25
Baseball-Softball Field	\$25	\$6.25
Baseball or Softball Field with lights	\$50	\$12.50
Custodial Services (employee hourly rate) weekends and holidays are at time and half pay	\$90 an additional on any rental	\$22.50 hourly rate

Proof of insurance is required for all rentals. NEFEC insurance may be purchased a Minimum of 2 weeks in advance or through TULIP.

Rental of cafeteria, fields or auditorium require a deposit of \$500 which will be refunded if there is no damage to the facility or if the clean up is complete when no custodian is used.

The Superintendent may, for good cause, waive the per hour fee for any civic, charitable or religious organization.

The fee may be waived for the funerals of current students, employees or retired BradfordCounty School Board Employees.



FOOTBALL FIELD RENTAL

To rent the new BHS football field, we need to ensure the Bradford County School District will receive:

25% of gate admissions, with a minimum of \$500.00 for a four-hour event, with every additional hour \$125.

- If lights are used an additional \$100.00 fee applies.
- \$500 deposit. The rules for the field include no food or drink (beyond water) allowed on the field and no unauthorized person (spectator) is to be allowed onto the field during the rental. The renter is responsible to ensure this rule is followed and must have people in place to ensure the field remains secure at all times. Forfeiture of the deposit will result if this is not followed. Any damage to the field, or structures including, but not limited to, restrooms, ticket booth, dressing rooms, concession stands, bleachers, goal posts, and fencing will result in legal action to recover the amount necessary to correct the damage and appropriate legal fees incurred. It is the renter's duty to inspect conditions of the facility at the beginning of the rental period and ensure it is returned to Bradford County Schools in the same condition.
- Pay the scoreboard team: \$25.00 per hour if you are using our scoreboard.
- Pay for at least two security officers per event. Coordinate with Sean Burgin 904-966-6825.
- Pay the janitors \$100 per event. If playing two games, then \$200.00 and so forth. The renter is to pay by cash or check made out directly to the janitor we identify to you. If by cash, there should be a receipt reflecting payment.
- Bradford County School District reserves the right to run their concession stands at all times and functions.

Contact the Lamar Waters, Athletic Director 904-966-6098 to reserve the date.

Contact Jeana Thompson, Risk Management at 904-966-6010 to ensure the required insurance is in place.

Board Approved 8-26-2019



Bradford County School Board

Facility Rental Request

Date _____ School & Administrator _____

Organization _____

Address _____

Start Time _____ End Time _____ Requested # of day's _____ #hours _____

Date of Event _____ Location Area requested _____

Event Description _____ Expected turnout _____

INSURANCE: **Check one** Purchase _____ Attached _____ On File _____

*If purchasing liability insurance from NEFEC please complete attached form and send to Jeana Thompson in the Assistant Superintendent's Office with money 2 WEEKS prior to event.

Charges

\$ _____ Liability Insurance Fee (R/M26 NEFEC Facilities Use form attached)

\$ _____ Base Rental Fee (Schedule attached) Hours _____

\$ _____ Other applicable fee (SES, Custodial)

\$ _____ Charge for sound hourly rate (Authorized employee)

\$ _____ \$500.00 Deposit

\$ _____ Total

Check On Cash _____ Check _____ Check # _____ Check date _____

It is understood that the renter will assume all personal liability and responsibility for any damage incurred by their use. The renter agrees to pay the above listed charges by cash or check made payable to **BRADFORD COUNTY SCHOOL BOARD**.

_____ Renter's Signature