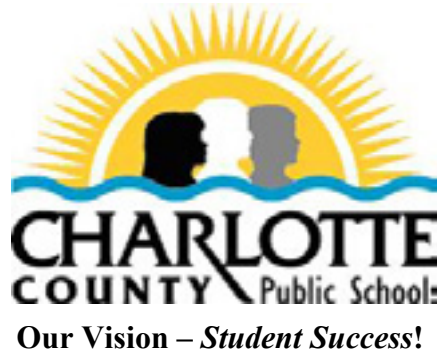


Steve Dionisio
Superintendent



School Board

Lee Swift, *Chairman*
Barbara Rendell, *Vice-Chairman*
Alleen Miller
Ian Vincent
Robert Segur

July 2013

Dear Facility User:

Welcome to Charlotte County Public Schools! We are happy to work with you by providing a facility for your activity. We have outlined instructions below to guide you through the process of requesting a facility and what your responsibilities are before, during, and after your use.

BEFORE

1. Complete the ***Request for Use Form***. **The form can be obtained at the school location you wish to use or here at the Mall location.** We need to know who you are, what type of organization you represent, which facility you would like to use, and what type of space is requested (indoors or outdoors).
Note: A form must be filled out for each new year. Our fiscal year runs from **JULY 1 THROUGH JUNE 30.** Users are required to complete a new form for each year. Therefore, if your event runs from June 10 through August 15, two forms will need to be completed.
2. Provide proof of insurance. We require the insurance to list Charlotte County Public Schools as additionally insured, and the liability coverage must be at least \$300,000.
3. Send your completed form to the school you wish to use for their signature and they will forward it to Michael Riley for his approval.
4. Handling of your request requires approximately two (2) weeks, so please be sure to get your request to us in a timely manner.
5. The use agreement will not be final until all signatures are obtained.
6. Please do not advertise your event until you have been notified of approval.

DURING

1. You will be provided a copy of School Board rule 7510 which details our fee schedule.
2. Your on-site supervisor's name and telephone number must be on the form. Any changes need to be reported to us immediately. This is in case communication is necessary during the event.

AFTER

1. Once your activity has concluded, billing will be sent for any charges that you have incurred such as custodian, room use, etc.
2. Ongoing events will have a monthly cycle.
3. All invoices are due within 30 days.

We hope your experience in using our schools is pleasant. If you have any questions or encounter any problems with your use request or the actual event, please call Michael Riley or Barbara Lee Erdmann at (941) 255-7430.

Sincerely,
Michael Riley
Manager, Adult Education/Community Liaison