

**SCHOOL USE AGREEMENTS
INSTRUCTIONS
JULY 2013**

School Use Agreements may be obtained at the schools from the Principal/School Coordinator or from the School and Community Relations (SCR) Office at the Port Charlotte Town Center.

Use Agreements must be submitted at least two weeks prior to the event. These forms should be submitted to the Principal/School Coordinator or to the School and Community Relations Office. Forms must be filled out completely and all signatures should be in place.

The Principal/School Coordinator will approve or disapprove the use agreement and forward to Barbara Lee Erdmann at the School and Community Relations office. The Principal/School Coordinator should indicate if the organization will be using a custodian or if there will be a charge for the room. (See the Fee Schedule attached for specific charges.) Please indicate these charges in the comment section of the form. (This should be discussed with the organization prior to their submitting a form.)

If the organization submits a copy of their insurance, please forward this with the use agreement to School and Community Relations. **(PLEASE NOTE: An organization may say that they have insurance on file, BUT, the insurance companies only issue a policy good for one year.)** The SCR Office has copies of the regular users' insurance papers on file. (These include YMCA, Parks & Rec, Boy Scouts, and Girl Scouts.) If you have a question, please call Barbara Lee Erdmann.

Once the form is received in the School and Community Relations office, Mr. Riley will approve or disapprove on the recommendation of the Principal/School Coordinator.

If needed, the Overtime Forms will be typed and approved by Mr. Riley. A copy of the approved use agreement and the approved overtime form will be forwarded to the Principal/School Coordinator. Upon completion of the overtime form, a copy of the approved overtime authorization and a copy of the time card should be forwarded immediately after the event to the SCR office. (Be sure to include the white copy of the authorization with your payroll. The SCR office will invoice the organizations and collect the monies due. Please return a copy of the Overtime Form marked VOID if you are not using the form for some reason. Have your Principal/School Coordinator initial the form. Also if a use agreement has been canceled, please send a copy marked VOID to SCR office with appropriate initials.

Please do not FAX any of these forms. There are several copies to the forms and they are for separate departments.

A copy of all use agreements, pending, completed, billed, ongoing and upcoming is kept on file in the SCR office. If you have any questions, you can call Barbara Lee Erdmann or Mike Riley for information.