

PROCESS FOR COMPLETION OF HOLD HARMLESS LEASE AGREEMENT

FOR USE OF BOARD PROPERTIES

- 1. Individual or group secures form from local School Secretary or Bookkeeper, or Central Office Receptionist.**
- 2. Completed form is submitted to Principal for review. Principal compares dates to ensure conflict with other activities do not exist.**
- 3. Principal signs form and returns to potential lessor.**
- 4. Lessor brings form to CO Receptionist. Receptionist determines if lessor is requesting to use kitchen areas of lunchroom. If yes, Receptionist secures signature of CNP Director after lunchroom employee is secured to work the activity. A PCBOE CNP staff member must be present in the kitchen if it is to be used by the lessor. If CNP staff is not required, form is forwarded to Superintendent's Secretary.**
- 5. Superintendent will review form and if approved will sign and return to Receptionist. The Receptionist will make 2 copies. The original will be kept on file, a copy will be scanned and sent to the Principal, and a copy will be returned to the lessor.**
- 6. If the Superintendent requires an event be INSURED with the Pike County Board of Education being listed as a named insured on the event coverage, the Superintendent will advise the lessor to provide proof of coverage prior to the Superintendent signing the form. When the proof of coverage is received, it will be attached to the form and submitted to the Superintendent for review. Required insurance coverage will be 1 million and proof must clearly state that the board is an insured party under the policy.**

General Guidelines for Insurance Requirement

- 1. Any event occurring in gym, athletic fields, (including recreational fields), or event in which over 25 people will be in attendance.**

- 2. Under no circumstances will the athletic facilities be leased for activities not sanctioned by the AHSAA except approved activities associated with Brundidge Recreation.**

Fees

- 1. No fees will be waived except for funerals of students, faculty, or faculty relatives. School sanctioned groups such as PTOs or booster clubs should not be charged fees. However, a form should be completed as insurance may be required.**
- 2. Fees may be waived for other events at the discretion of the Superintendent. For example, non-profit groups who have historically donated funding to school on a regular basis may be given consideration. However, the Principal must state on the form that they are requesting a fee waiver. Also, please contact the Superintendent if you have requests to use facilities for community events such as Easter Sunrise Services, etc.**
- 3. Individuals or groups may NOT lease board properties for holding events in which they intend to sell tickets. However, the school and parties may enter an agreement to jointly host an event in which tickets are sold which benefits the school (generally, at least 50% of the proceeds must go to the local school). In these cases, a fund raising form must be attached to the hold harmless form submitted for review. Also, pre-number school tickets must be used and ticket reconciliation must be done after the event with this documentation being maintained by the School Bookkeeper.**

All fees, deposits, etc. due in the lease must be paid prior to the Superintendent signing the form. In cases, where funds have been

paid and the Superintendent rejects the request, funds will be reimbursed.

Incomplete forms will not be considered and school Principals should not consider any activity APPROVED until such time as they receive a scanned copy of the form by e-mail.

EQUESTERIAN ACTIVITIES AT GHS REQUIRE THE USE OF SEPARATE FORMS. QUESTIONS CONCERNING THE USE OF AG FACILITIES SHOULD BE DIRECTED TO THE SUPERINTENDENT.

Dr. Mark Bazzell, Superintendent

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