2601 Bransford Ave., Nashville, TN 37204

Tamikia L. White
Office of Building and Facility Use
Phone (615) 259-8520
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To: Outside Organizations Using Metropolitan Nashville Public Schools Facilities

From: Office of Building and Facility Use
2601 Bransford Avenue
Nashville, TN 37204

RE: **2012-2013** R**equirements for Use of Metropolitan Nashville Public Schools Facilities**

The Metropolitan Nashville Public Schools Board of Public Education recognizes that public schools are public property and should be used for activities which will enhance the cultural, educational and recreational opportunities in the community. **As protection against undue liability, insurance requirements must be met by outside organizations using public schools**. Requests for use of school property shall be made in writing at least 14 days prior to the proposed use.
Additional information is needed to comply with these requirements before we can act on your request. Please provide the following:

_____ Request Form - Please be sure you have the current years form - signed by the requestor

_____ Hold Harmless Agreement -You must provide a signed copy with each request; not applicable to Government entities.

_____ Copy of Certificate of Insurance (name on insurance must match name of organization on request form).

_____ Internal Revenue Status Letter indicating your status. For-profit entities are not allowed to reserve space on a MNPS facility that is not considered school related.

All organizations, with the exception of school-related organizations listed in the Facilities Use Policy (5114), requesting the use of Metropolitan Nashville Public Schools facilities shall file a Certificate of Insurance with the Office of **Building and Facility Use, 2601 Bransford Avenue, Nashville, TN 37204, 615-259-8520. The policy must name Metropolitan Government of Nashville and Davidson County as an additional insured** for no less than One Million Dollars ($1,000,000) for the duration of the organization's use of the facility. **Please mark "PUBLIC SCHOOL USE" on the certificate.** A photocopy of the certificate of insurance must be attached to the Request for Use of Metropolitan Nashville Public Schools Facilities form.

Return to the request form, the signed hold harmless agreement, and the certificate of insurance directly to the school you are requesting to use for initial processing. All communication will be done via email if additional information is required.

Once you have received your approval, you will be asked to submit your rental deposit to the MNPS Office of Financial Operations. Invoices for recurring events are due every 30 days and failure to pay will subject group to be dismissed from the premises and turned over to a Collection Agency for payments.

If you have any additional questions, feel free to contact: **Building and Facility Use, Metropolitan Nashville Public Schools, 2601 Bransford Avenue, Nashville, TN 37204**. You may also email us at facility.use@mnps.org .

FACILITY REQUEST FORM

2012-2013 School Year

PHONE (615) 259-8520 FAX (615) 214-8895

Name of organization _____ Purpose _____

School requested _____

Contact Name _____ Phone _____ Fax _____

Billing address _____

City _____ State _____ Zip _____

Email address _____ Alternate phone _____

Requested Facility: Please check appropriate box.				
☐ Aux. Gym $135/day	☐ Large Gym $202/day	☐ Flex Rm. $82/day	☐ Library $50/day	☐ Conf. Rm. $30/day
☐ Elem. Cafe. $65/day	☐ M.S.Cafe. $82/day	☐ H.S. Cafe. $124/day	☐ Classroom(s) $16/day _____(# of rooms)	
☐ Auditorium $167/day	☐ P.E. Room $84/day	☐ Football Field $200/day	☐ Outdoor Area (non-football): $30/day	
☐ Track $30/day	☐ Hallway $25/day	☐ Parking Lot Only	☐ Other:	

*(fee for lights will be assessed on ALL outside events after 5pm October-April)

Start Date: _____ End Date: _____

☐ One Time Only ☐ Weekly (complete details below) ☐ Monthly (complete details below)

Please Note: There is a $30.00 per hour fee for custodian for events outside normal business hours. There is a 4-hour mininum.

Day(s) and Time of Use:

	Date of Event	Time in	Time out
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Will Cafeteria be used? ☐ Yes ☐ No Will kitchen/equipment be used? ☐ Yes ☐ No

Will Cafeteria worker be needed? ☐ Yes ☐ No

Please Note: *$30.00/hour fee if cafeteria staff is needed* **********

By signing below, I agree that I have read, understand, and will abide by Metro Nashville Public School Facility Use Policy and Procedures.
I also understand that a $30.00 per hour fee is charged for custodial services outside normal hours and for the use of a cafeteria staff member.

Signature of Requestor _____ Date _____

Signature of Cafeteria Manager _____ Date _____

(ONLY if kitchen/equipment is being used).

For initial approval, please take completed request form, insurance document, and hold harmless agreement to the school.
Do NOT deliver directly to Facility Use office, the request must be entered at the school first before any processing will take place.

OFFICE USE ONLY

Approved by FU Office _____ Schedule #: _____ Invoice # _____

COI: _____ Hold Harmless: _____

Custodial @ $30.00/hr $ _____ Cafeteria Staff @ $30.00/hr $ _____

Total Charges $ _____ ☐ One Time ☐ Reccuring ☐ School-related

NOTE: Final Approval from the Office of Building and Facility Use is REQUIRED prior to use of any facility. Please allow 14 days for processing.

If you wish to make a donation to a school, please submit a donation form. Donations are ***not accepted*** *in lieu of facility use payments.*

rev 7/12

HOLD HARMLESS AGREEMENT

FACILITY USE

I/We agree to be responsible for the conduct of the audience in and about the building and for any damage incurred. I/We have reviewed the policy, rules, and regulations of the Metropolitan Nashville Public Schools, and further agree that the school property will be used in accordance with the rules and regulations of the Metropolitan Nashville Public Schools. I/We understand that no contract shall extend beyond one year from the date that the contract is executed.

I/We agree to indemnify and hold harmless Metropolitan Nashville Public Schools and the Metropolitan Government of Nashville and Davidson County from:

a) Any claim, damages, costs, and attorney fees for injuries or damages arising, in part or in whole, from the organization's use of the facility; and
b) Any claim, damages, penalties, costs, and attorney fees arising from any failure of the organization, its officers, employees, and/or agents, to observe applicable laws.

I/We further acknowledge that Metropolitan Nashville Public Schools and the Metropolitan Government of Nashville and Davidson County make no warranties about the safety, maintenance, or inspection of the facility before, during, or after it is being used by the requesting organization.

I/WE UNDERSTAND THAT A CUSTODIAL AND/OR CAFETERIA MANAGER FEE OF $30 PER HOUR WILL BE CHARGED FOR EVENTS OUTSIDE NORMAL OPERATING HOURS FOR BUILDING SUPERVISION AND/OR CLEAN-UP, AND/OR FOR THE USE OF THE KITCHEN FACILITIES. THERE IS A MININUM OF 4 HOURS THAT WILL BE BILLED. I/WE AGREE TO PAY THE AMOUNT(S) BILLED AFTER USE OF THE FACILITY.

NAME OF ORGANIZATION: _____

REQUESTOR'S SIGNATURE: _____

REQUESTOR'S PRINTED

NAME AND TITLE: _____

DATE: _____

7/6/11