



Steps to Leasing District Facilities

Community Use of District Facilities

1. **Contact the School/Dept.**

Call the Leasing Coordinator at the school/facility you are interested in leasing. The Leasing Coordinator will determine if the facility is available on the dates and times you are requesting.

2. **Provide the following documents:**

- ❖ You will need to present proof of insurance with: \$1,000,000 coverage for general liability, participant (accident) coverage no less than \$25,000 coverage (for youth organizations, summer camps, sports/athletic related events, etc.), The School Board of Palm Beach County named as the certificate holder and the additional insured. [See Sample for additional requirements.](#)
- ❖ Documentation for your corporation (**commercial or non-profit**). Commercial rates will apply for individuals.
- ❖ Tax Exempt Certificate (*if applicable*) from the Florida Dept. of Revenue.

3. **Complete a Lease-** Once you have provided the school with all of the necessary information the Leasing Coordinator will enter a lease online and submit it for approvals.

4. **Allow Sufficient Time-** Please allow for ample processing time for the completion of a lease. Our school staff is very busy with the daily operations of our schools and they will do their best to accompany your request as quickly as possible.

5. **Approval of Lease-** Once the lease is approved, it will be printed out, signed by the Lessee, witness and school principal. The fees will be collected at this time. The lease should be signed and paid 48 hours prior to the event.

Rental fees are to be paid by cashier's check (bank check), personal check (\$1,500 or less) or credit card- **NO CASH** is accepted.

In Accordance with School Board Policy 7.18