

FACILITIES RENTAL AGREEMENTS

Facilities Rental Agreements should be processed in accordance with the requirements outlined in LCSB Policy 7510 – Use of District Facilities and LCSB Administrative Procedure 7510A – Use of District Facilities.

Facilities rental fees should be made payable to Leon County School Board and remitted to the District's Finance office within 10 days of the activity. Fifty-Five percent (55%) of the fees collected will be returned to the school for deposit into a discretionary internal account. Forty-Five percent (45%) of the fees collected will be maintained at the District level for overhead costs (utilities, wear & tear, etc.).

A form to request use of facilities is included in the Appendix.