



METRO
NASHVILLE
PUBLIC
SCHOOLS

2601 Bransford Ave., Nashville, TN 37204

Tamikia L. White
Office of Facility Use
Phone (615) 259-8520
Fax (615) 214-8895

To: Outside Organizations Using Metropolitan Nashville Public Schools Facilities

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

RE: 2017-2018 Requirements 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 **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 insurer** 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. Do not submit to the Office of Facility Use. 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. Please make checks out to MNPS. 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: **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

July 1, 2017-June 30, 2018 School Year

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

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

Organization _____ Purpose _____
 School requested _____
 Contact Name _____ Phone _____ Fax _____
 Billing address _____
 City _____ State _____ Zip _____
 Email address _____ Alternate phone _____

Requested Facility: Please check appropriate box.				
<input type="checkbox"/> Aux. Gym \$150/day	<input type="checkbox"/> Large Gym \$225/day	<input type="checkbox"/> Flex Rm. \$85/day	<input type="checkbox"/> Library \$50/day	<input type="checkbox"/> Elem. Fields \$35/day
<input type="checkbox"/> Elem. Cafe. \$70/day	<input type="checkbox"/> M.S.Cafe. \$90/day	<input type="checkbox"/> H.S. Cafe. \$135/day	<input type="checkbox"/> Classroom(s) \$18/day _____ (# of rooms)	
<input type="checkbox"/> Auditorium \$180/day	<input type="checkbox"/> P.E. Room \$90/day	<input type="checkbox"/> Football Field \$225/day	<input type="checkbox"/> Ball Fields(non-football): \$150/day	
<input type="checkbox"/> Track \$200/day	<input type="checkbox"/> Parking Lot (varies)	<input type="checkbox"/> Other: _____		

*Custodial fee has a 4-hour minimum for all after hour events.

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 minimum.

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: An additional fee of \$15-\$40 per hour 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.

Signature of Requestor _____ Date _____

Signature of Cafeteria Manager _____ Date _____

(ONLY if kitchen/equipment is being used).

OFFICE USE ONLY

Approved by FU Office _____ Schedule #: _____ Invoice # _____
 COI: _____ Hold Harmless: _____ Deposit Amount: _____
 Custodial @ \$30.00/hr \$ _____
 Total Charges \$ _____ One Time Recurring School-related

*NOTE: Final Approval from the Office of 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.*

HOLD HARMLESS AGREEMENT

FACILITY USE

I/We agree to be responsible for the conduct of the audience in and about the facility 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 FEE OF \$30 PER HOUR WILL BE CHARGED FOR EVENTS OUTSIDE NORMAL OPERATING HOURS FOR BUILDING SUPERVISION AND/OR CLEAN-UP. I/WE UNDERSTAND THAT A CAFETERIA FEE OF \$15-\$40 WILL BE CHARGE FOR OUTSIDE EVENTS AND/OR FOR THE USE OF THE KITCHEN FACILITIES. THERE IS A MINIMUM 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: _____