

THE SCHOOL DISTRICT OF LEE COUNTY FACILITY RENTAL AGREEMENT

Name of Renter: Renter's Address:

Primary Contact: Phone #:

Category:

School Being Rented: Expected # of Attendees

Date of Rental: Reoccurring? If yes, a schedule of dates and times must be attached.

Description of Activity:

#1 - Facility Being Rented: # of hours Rental Fee:

#2 - Facility Being Rented: # of hours Rental Fee:

ALL RENTALS REQUIRE A THREE (3) HOUR MINIMUM CHARGE, WITH
ADDITIONAL HOURS CHARGED AT THE SPECIFIED HOURLY RATE,
SUBJECT TO A DAILY MAXIMUM RATE OF EIGHT (8) HOURS.

Custodial Fee (\$30/Hour)

TOTAL CHARGE FOR RENTAL:

**The above rental fee is required and due to the School District of Lee County TWO (2) WEEKS BEFORE the date of the event.
Make check payable to: THE SCHOOL BOARD OF LEE COUNTY, FLORIDA**

Are you a governmental agency? Yes If yes, assumption of liability is required.
 No If no, a hold harmless agreement is required.

INSURANCE MUST BE PROVIDED BY ALL RENTERS. The undersigned renter must attach a certificate of insurance, clearly identifying the **School Board of Lee County** as the additional insured, with minimum limits of liability insurance of \$1,000,000 per occurrence and \$2,000,000 annual aggregate. Please refer to the facility rental guidelines for rental requirements.

The undersigned renter is required to comply with all District rental guidelines and is financially responsible for missing items and/or damage to equipment and facilities resulting from the above rental.

Signature of Renter: _____ Date: _____

Signature of Principal: _____ Date: _____

Signature of Superintendent/Designee: _____ Date: _____

*****FOR OFFICE USE ONLY*****

PAYMENT RECEIVED IN COUNTY OFFICE: Date: _____ \$ _____

By: _____ Receipt No. _____