



STEPS TO REQUESTING USE OF SCHOOL FACILITIES

1. Register with the Finance Department by using the Volusia County Schools website at <http://myvolusiaschools.org>. From the home page, click on the Departments tab and under Financial Services, choose Finance. From the Finance Department's website, choose "Facility Usage" from the menu on the left side of the screen.
 - a. On the Facility Usage window, choose the Facility Usage Hold Harmless Agreement.
 - i. On the Facility Usage Hold Harmless Agreement, type in all requested information. FEIN is the organization's federal employer identification number (also known as a taxpayer's identification number [TIN]). This is the number the organization uses when reporting to the IRS. The tax exemption certificate number is only required if the organization is exempt from paying sales tax.
 - ii. Print the completed Facility Usage Hold Harmless Agreement and sign & date the form.
 - b. Submit the following documents to the Finance Department:
 - i. A signed Facility Usage Hold Harmless Agreement
 - ii. A copy of a current certificate of liability insurance which clearly states the organization's liability coverage, name the School Board as an additional named insured and certificate holder. The liability insurance carried by the organization must have limits of at least one million dollars (\$1,000,000) for injury to any one person and two million dollars (\$2,000,000) aggregate.
 - iii. If applicable, a copy of a valid Consumer's Certificate of Exemption.
 - c. Finance will notify you via email when you have been approved to request school facilities.
2. Once you have been approved by the Finance Department, submit a Facility Usage Request to school. Forms are available on the Volusia County Schools website at <http://myvolusiaschools.org>. From the home page, click on the Departments tab and under Financial Services, choose Finance. From the Finance Department's website, choose "Facility Usage" from the menu on the left side of the screen.
 - a. On the Facility Usage window, choose the Facility Usage Request.
 - i. On the Facility Usage Request, type in all requested information. If a specific room is desired, it can be requested on this form. Enter the starting and ending date(s) of the event; the requested days of the week; the starting and ending times; and finally the number of hours per day. Include any special instructions or additional services (e.g. custodial, audio visual, lighting, etc.) needed.
 - ii. Print the completed Facility Usage Request and sign & date the form. Deliver to the school via email, mail, or delivery.
 - b. The principal shall have the authority to deny use of a facility.
 - c. When approved, the school facility usage designee will reserve the room(s) and email a confirmation to the requestor.
3. Please familiarize yourself with School Board Policy 705 – Community Use of School Facilities.
4. If you have any questions, please contact Debbie Conner, Finance Department, at 386-734-7190 extension 20338 or via email Finance@volusia.k12.fl.us.